

Mendocino Unified School District



Agenda

Regular Board Meeting

NOVEMBER 20, 2025

**MENDOCINO HIGH SCHOOL
10700 FORD STREET
MENDOCINO, CA 95460**

4:30 P.M. CLOSED SESSION – VIA TELECONFERENCE

(Closed Session Public Hearing – link on page 2)

**5:00 P.M. OPEN SESSION – IN PERSON at MENDOCINO HIGH SCHOOL
& VIA TELECONFERENCE**

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/83699621854?pwd=8NmLvN4i25nNHI2obJawZFDkKjKUqL.1>

Passcode: 707740

Please “mute” your device during the meeting.

MUSD is not available for technical support for remote meetings.

Board Priorities

- *Develop and expand community partnerships and communication*
- *Increase learning and achievement for all students, families, and staff*
- *Plan wisely for the future while maintaining fiscal integrity*
- *Maintain and improve the physical plant*

Any writings distributed either as part of the Board packet, or within 72 hours of a meeting, can be viewed at the MUSD website at <https://www.mendocinoused.org/District/3118-2025-26-Agendas.html>. In compliance with Government Code section 54954.2(a) Mendocino Unified School District will, on request, make agendas available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals who need this agenda in an alternative format or who need a disability related modification or accommodation in order to participate in the meeting should contact, Erin Placido Exec. Assistant to the Superintendent, in writing at P.O. Box 1154, Mendocino, CA 95460 or via email at doerin@mcn.org.

MENDOCINO UNIFIED SCHOOL DISTRICT IS PROUD TO BE AN EQUAL OPPORTUNITY EMPLOYER

1. 4:30 P.M., CLOSED SESSION CALL TO ORDER AND ROLL CALL

- 1.1. Call to order and roll call
- 1.2. The President will verbally identify the agenda items to be discussed during closed session as listed below.

2. PUBLIC HEARING FOR CLOSED SESSION

Members of the public may take this opportunity to comment on closed session agenda items per Board Policy 9322. Under the requirements of the Brown Act open meeting law, members of the community wishing to address an item on the closed session agenda may do so at this time. Items not on the agenda cannot be addressed at this time. A three-minute limit is set for each speaker on all items. The total time for public input on each item is limited to 20 minutes. (Government Code 54954.3).

Join Zoom Meeting

<https://us02web.zoom.us/j/81491020665?pwd=M49RphbohIwwgKrAi3Uot6YdEbWz4b.1>

Meeting ID: 814 9102 0665 Passcode: 256858

3. CLOSED SESSION

The Board will adjourn to closed session pursuant to Government Code 54950 - 54962.

- 3.1. Conference with labor negotiators (Govt. Code 54957.6) Agency Representative:
Superintendent Jason Morse
Employee organizations: CEMUS and MTA bargaining units
- 3.2. Employment/Personnel Changes

4. 5:00 P.M. OPEN SESSION

- 4.1. Call to order and roll call
- 4.2. Closed session disclosure
Any reportable action taken during closed session will be disclosed at this time.
- 4.3. Approval of agenda
Items to be removed from the agenda or changes to the agenda should be done at this time.

5. PUBLIC HEARING – SUNSHINING ITEMS TO BE NEGOTIATED BETWEEN MTA AND MUSD

Both the Certificated Employees of Mendocino Unified School District (MTA) and the District will present their openers for the negotiation of the MTA contract for the 2025-26 school year.

6. CONSENT AGENDA

Items on the consent agenda are passed in one motion without discussion. Any item may be pulled from the consent agenda by any member of the Board and moved to action when approving the agenda.

- 6.1. Approval of Warrants
6.1.1. 10/8/25, 10/15/25, 10/22/25, 10/29/25
- 6.2. Approval of Minutes
6.2.1. Board Meeting Minutes: 10/16/25
- 6.3. Approval of Employment/Personnel Changes
6.3.1. Increase, Classified Employee, from 6.25 hrs/day to 6.50 hrs/day, 10 mos/yr, effective 8/20/25
6.3.2. Hire, Classified Employee, 6.0 hrs/day, 10 mos/yr, effective 10/22/25
6.3.3. Hire, Long-term Certificated Substitute, 7.5 hrs/day, effective 10/6/25 – 11/17/25

- 6.3.4. Hire, Temporary Categorical Employee, 0.438626 FTE, effective 7/1/25 thru 6/30/26
- 6.3.5. Hire, Classified Coach, stipend position, effective 8/11/25
- 6.3.6. Hire, Classified Coach, stipend position, effective 8/11/25
- 6.3.7. Hire, Classified Coach, stipend position, effective 8/11/25
- 6.3.8. Hire, Classified Coach, stipend position, effective 8/11/25
- 6.3.9. Hire, Classified Coach, stipend position, effective 8/11/25
- 6.3.10. Hire, Classified Coach, stipend position, effective 10/27/25
- 6.3.11. Hire, Classified Coach, stipend position, effective 10/27/25
- 6.3.12. Hire, Classified Coach, stipend position, effective 11/3/25
- 6.3.13. Hire, Classified Coach, stipend position, effective 11/3/25
- 6.3.14. Hire, Classified Coach, stipend position, effective 11/3/25
- 6.3.15. Hire, Classified Coach, stipend position, effective 11/1/25
- 6.4. Approval of the Current Budget Change Report
- 6.5. Approval of Student Body Reports – October 2025
- 6.6. Approval of the MUSD Emergency Operations Plan for 2025-26
- 6.7. Approval of the Annual Organizational Meeting at the December 18, 2025 Regular Board Meeting
- 6.8. Approval of Grant Donation Opportunities for 2025-26
 - 6.8.1. North Coast Builders Exchange Teacher Grant Program - \$1,400

7. REPORTS

- 7.1. Student Trustee – Max Oatney
- 7.2. Administrative
 - 7.2.1. Principal – Kim Humrichouse
 - 7.2.2. Superintendent – Jason Morse
- 7.3. Bargaining Units
 - 7.3.1. Mendocino Unified Teachers Association (MUTA)
 - 7.3.2. Classified Employees of Mendocino Unified Schools (CEMUS)
- 7.4. Board Trustee Reports

8. TIMED ITEM 5:30 P.M. - PARENT/COMMUNITY COMMENT

Items not on the agenda, but within the jurisdiction of this body, may be addressed at this time or be submitted to the Superintendent in writing for Board consideration as an agenda item. A three-minute limit is set for each speaker on all items. The total time for public input on each item is limited to 20 minutes (Government Code 54952). The Brown Act does not permit the Board to take action on any item that is not on the agenda. In addition, in order to protect the rights of all involved, complaints about employees should be addressed through the District complaint process. Speaking about a personnel issue at a Board meeting may prevent the Board from being able to act on it. Please see an administrator to initiate the complaint process.

The Board may briefly respond to public comments by asking questions to clarify the speaker's comments and refer the speaker to the Superintendent for further clarification. We thank you for your comments and participation at this meeting.

9. INFORMATION/DISCUSSION/POSSIBLE ACTION ITEMS

- 9.1. Mendocino High School Phase III
The Board will discuss the small construction projects included in Phase III of the High School Modernization Project.
- 9.2. Approval/Authorization of Certificated Teaching Assignments
 - 9.2.1. Approval of 6th Grade Math Teacher to be assigned to teach math under a Limited Assignment Option under Education Code 44256(b) which allows the holder of a Multiple Subject or Standard Elementary Teaching Credential to be assigned to teach classes in grades 5-8 in a middle school if they meet specific unit requirements of the subject taught. Action of the governing board and teacher consent is required.
- 9.3. MHS Alternative Education Week Trips
The Board will take action to approve out-of-state/country AE Week trips as well as trips that create adverse risk scenarios.
- 9.4. District of Choice Transfer Report
Superintendent, Jason Morse, will give a report on District of Choice transfers for the School year 2025-26. This report is sent to the Department of Finance.
- 9.5. Report on California Assessment of Student Performance and Progress (CAASPP)
Superintendent, Jason Morse, will give a report on CAASPP results for the district.
- 9.6. 2025-26 Board Calendar
The Board will discuss possible changes to the board calendar.
- 9.7. Board Policies, Bylaws and Administrative Regulations (first reading)
 - 9.7.1. BB 9150: Student Board Members (board bylaws)
 - 9.7.2. BB 9250: Remuneration, Reimbursement, and Other Benefits (board bylaws)
- 9.8. Board Policies, Bylaws and Administrative Regulations (information only)
 - 9.8.1. AR 2131.2: Business Manager (administration)

10. FUTURE AGENDA ITEMS

BB 9270, Board Organizational Meeting, First Interim Budget, Developer Fee Resolution, School Single Plans, Enrollment Projections

11. ADJOURNMENT

The next regular Board meeting is scheduled for **December 18, 2025 at the Mendocino High School.**

Register 000395 - 10/08/2025

Bank Account COUNTY - AP Checks

Payment Id	Comment					
Check # 5037487	01	Check Amt	21.98	Status	Cleared	AUM, WINDSPIRIT (001450 - Emp)
EP26-00050		reimburse mileage for Board meetings			01- 0000- 0- 5200- 001- 0000- 7110- 0000	21.98
Check # 5037488	01	Check Amt	130.20	Status	Cleared	BARTY, TAIMI (001533 - Emp)
EP26-00054		Transport Student to Boonville Fair			01- 9021- 0- 5200- 150- 3800- 1000- 8168	130.20
Check # 5037489	01	Check Amt	18.90	Status	Cleared	BLOYD, MEA A (001637 - Emp)
EP26-00051		reimburse mileage for Board meeting			01- 0000- 0- 5200- 001- 0000- 7110- 0000	18.90
Check # 5037490	01	Check Amt	185.39	Status	Cleared	FREDERICK, AIMEE J (001541 - Emp)
EP26-00041		Supplies for class project			01- 0795- 0- 4300- 220- 1110- 1000- 0000	45.24
EP26-00042		Class supplies			01- 0794- 0- 4300- 220- 1110- 1000- 0000	140.15
Check # 5037491	01	Check Amt	27.58	Status	Cleared	GRIFFEN, EMILY V (001493 - Emp)
EP26-00052		reimburse mileage for Board meetings			01- 0000- 0- 5200- 001- 0000- 7110- 0000	27.58
Check # 5037492	01	Check Amt	34.02	Status	Printed	MORTON, MARK D (000148 - Emp)
EP26-00049		reimburse mileage for Board meetings			01- 0000- 0- 5200- 001- 0000- 7110- 0000	34.02
Check # 5037493	01	Check Amt	74.06	Status	Printed	SCHAEFFER, MICHAEL M (000190 - Emp)
EP26-00048		reimburse mileage for Board meeting			01- 0000- 0- 5200- 001- 0000- 7110- 0000	74.06
Check # 5037494	01	Check Amt	210.00	Status	Cleared	ADVANCED SECURITY SYSTEMS (ADVSEC/1)
751122		Service call @ K8			01- 8150- 0- 5800- 220- 0000- 8110- 2089	210.00
Check # 5037495	01	Check Amt	165.00	Status	Cleared	ALPHA ANALYTICAL LABS INC (ALPHAA/1)
5098134-MENUSD		Open P.O. Water Testing			01- 8150- 0- 5800- 221- 0000- 8110- 2096	55.00
5098136-MENUSD		Open P.O. Water Testing			01- 8150- 0- 5800- 001- 0000- 8110- 2096	55.00
5103768-MENUSD		Open P.O. Water Testing			01- 8150- 0- 5800- 246- 0000- 8110- 2096	55.00
Check # 5037496	01	Check Amt	300.00	Status	Cleared	BUSWEST LLC (BUSWES/2)
RA41001447001		Fuel Disposal			01- 0740- 0- 5800- 001- 0000- 3600- 0000	300.00
Check # 5037497	01	Check Amt	245.00	Status	Printed	California Transition Alliance (CATALL/1)
08-18-25 MILLER		Registration Bridge to Future			01- 6266- 0- 5200- 150- 1110- 1000- 0000	245.00
Check # 5037498	01	Check Amt	83.00	Status	Cleared	CMC (000CMC/1)
DP26-00016		membership X2 AED's			01- 0000- 0- 4300- 150- 1110- 4200- 0000	83.00
Check # 5037499	01	Check Amt	1,432.16	Status	Cleared	FERRELL GAS (FERREL/1)
1131414113		Heating Fuel, Generators, Multiple Sites			01- 1100- 0- 5520- 155- 0000- 8200- 0000	444.61
1131516663		Heating Fuel, Generators, Multiple Sites			01- 1100- 0- 5520- 220- 0000- 8200- 0000	620.53
1131548366		Heating Fuel, Generators, Multiple Sites			01- 0000- 0- 5520- 221- 0000- 8200- 0000	367.02
Check # 5037500	40	Check Amt	116,160.21	Status	Cleared	GHD INC. (000GHD/2)
DP26-00017		Claim 9 (orig 10)			40- 9022- 0- 6170- 001- 0000- 8500- 0000	116,160.21
Check # 5037501	13	Check Amt	545.89	Status	Cleared	HOPPER DAIRY (HOPPER/1)
67317447		Dairy for Cafeteria			13- 5310- 0- 4700- 001- 0000- 3700- 0000	137.33

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 46, Bank Account(s) IN ('COUNTY'), Source = N, Pay To = N, Payment Method = N, Starting Check Date = 10/8/2025, Ending Check Date = 10/8/2025, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

ERP for California

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Register 000395 - 10/08/2025

Bank Account COUNTY - AP Checks

Payment Id	Comment				
Check # 5037501	13	Check Amt	545.89	Status Cleared	HOPPER DAIRY (HOPPER/1) - continued
67701725	Dairy for Cafeteria			13- 5310- 0- 4700- 001- 0000- 3700- 0000	408.56
Check # 5037502	01	Check Amt	7.00	Status Cleared	MCN (000MCN/1)
12632 JUN-OCT	email storage			01- 0740- 0- 5800- 001- 0000- 3600- 0000	7.00
Check # 5037503	01	Check Amt	22.92	Status Cleared	MENDO MILL (MENDOM/2)
475914-4	Maintenance Supplies			01- 8150- 0- 4300- 150- 0000- 8110- 0000	22.92
Check # 5037504	13	Check Amt	355.00	Status Cleared	MENDOCINO COAST PRODUCE (MCOPRO/2)
36670	Produce for Cafeteria			13- 5310- 0- 4700- 001- 0000- 3700- 0000	355.00
Check # 5037505	01	Check Amt	1,320.00	Status Cleared	MENDOCINO WOODLANDS CAMP ASSOC (MWOODL/1)
DP26-00019	MMS Deposit April 2026 trip			01- 9003- 0- 5800- 220- 1110- 1000- 8334	1,320.00
Check # 5037506	01	Check Amt	87.50	Status Cleared	MOUNTAIN FRESH SPRING WATER (MOUNTA/1)
31125	10=5 gal bottle of water			01- 0794- 0- 4300- 220- 1110- 1000- 0000	87.50
Check # 5037507	01	Check Amt	226.75	Status Cleared	ROSSI BUILDING MATERIALS (ROSSIB/1)
97462-1	Maintenance Supplies			01- 8150- 0- 4300- 246- 0000- 8110- 0000	177.60
97463-1	Maintenance Supplies			01- 8150- 0- 4300- 221- 0000- 8110- 0000	49.15
Check # 5037508	01	Check Amt	101,742.25	Status Cleared	SISC MEDICAL (SISCME/1)
OCT 2025	Medical Insurance			01- - - 9514- - - - -	101,742.25
Check # 5037509	13	Check Amt	1,176.22	Status Cleared	SYSCO FOOD SERVICES OF SF INC (SYSCOF/1)
631006213	Cafeteria Food			13- 5310- 0- 4700- 001- 0000- 3700- 0000	1,176.22
Check # 5037510	12	Check Amt	792.29	Status Cleared	THOMPSON'S PORTASEPTIC INC. (THOMPS/1)
23516	Porta Potty Rental			12- 6105- 0- 5800- 222- 7110- 8100- 6106	792.29
Check # 5037511	13	Check Amt	2,279.72	Status Cleared	US FOODS INC. SAN FRANCISCO (USFOOD/2)
3723994	Cafeteria Food and Snack			13- 5310- 0- 4700- 001- 0000- 3700- 0000	1,214.12
3924241	Cafeteria Food and Snack			13- 5310- 0- 4700- 001- 0000- 3700- 0000	1,065.60
Check # 5037512	01	Check Amt	168.07	Status Cleared	VERIZON WIRELESS (VERIZO/1)
5301016009	Cell Phone, Superintendent			01- 0000- 0- 5902- 001- 0000- 7150- 0000	168.07
Check # 5037513	01	Check Amt	2,453.99	Status Cleared	XEROX CORPORATION (XEROXC/2)
24363254	Copy Machine Rental			01- 0000- 0- 4300- 155- 0000- 2700- 1074	45.32
				01- 0000- 0- 5600- 155- 0000- 2700- 1074	114.94
24363255	Copy Machine Rental			01- 0000- 0- 4300- 150- 0000- 2420- 1074	78.13
				01- 0000- 0- 5600- 150- 0000- 2420- 1074	123.96
24363256	Copy Machine Rental			01- 0000- 0- 4300- 220- 0000- 2700- 1074	991.07
				01- 0000- 0- 5600- 220- 0000- 2700- 1074	134.37
24363257	Copy Machine Rental			01- 0000- 0- 4300- 150- 0000- 2700- 1074	261.33
				01- 0000- 0- 5600- 150- 0000- 2700- 1074	125.32

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Starting Check Date = 10/8/2025, Ending Check Date = 10/8/2025, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

Register 000395 - 10/08/2025

Bank Account COUNTY - AP Checks

Payment Id	Comment					
Check # 5037513	01	Check Amt	2,453.99	Status	Cleared	XEROX CORPORATION (XEROXC/2) - continued
24363258		Copy Machine Rental				01- 0000- 0- 4300- 001- 0000- 7200- 1074 88.60
						01- 0000- 0- 5600- 001- 0000- 7200- 1074 125.32
24363259		Copy Machine Rental				01- 0000- 0- 4300- 246- 0000- 2700- 1074 20.41
						01- 0000- 0- 5600- 246- 0000- 2700- 1074 23.48
24363260		Copy Machine Rental				01- 0000- 0- 4300- 221- 0000- 2700- 1074 8.94
						01- 0000- 0- 5600- 221- 0000- 2700- 1074 23.46
24363261		Copy Machine Rental				12- 6105- 0- 4300- 222- 7110- 1000- 1074 16.84
						12- 6105- 0- 5600- 222- 7110- 1000- 1074 23.46
24390996		Copy Machine Rental				01- 0000- 0- 4300- 220- 0000- 2420- 1074 125.08
						01- 0000- 0- 5600- 220- 0000- 2420- 1074 123.96
* Break in sequence						
Check # VCH-00000923	01	Check Amt	890.96	Status	Printed	ANDERSEN, SAGE K (000229 - Emp)
EP26-00038		Case Conference				01- 6266- 0- 5200- 220- 1110- 1000- 0000 890.96
Check # VCH-00000924	01	Check Amt	19.99	Status	Printed	BROWN, MARSHALL C (000028 - Emp)
EP26-00039		Sept. premium for Spotify				01- 6387- 0- 5800- 150- 3800- 1000- 8167 19.99
Check # VCH-00000925	01	Check Amt	154.12	Status	Printed	DUNCAN, PAMELA C (000062 - Emp)
EP26-00040		Class supplies				01- 0794- 0- 4300- 150- 1110- 1000- 0000 154.12
Check # VCH-00000926	01	Check Amt	103.60	Status	Printed	GOLD, NOAH G (000078 - Emp)
EP26-00043		reimburse mileage for AD meeting				01- 0000- 0- 5200- 150- 1110- 4200- 0000 103.60
Check # VCH-00000927	01	Check Amt	1,000.00	Status	Printed	HUMRICHHOUSE, KIMBERLY T (000096 - Emp)
EP26-00055		Taco Truck for staff meeting				01- 6266- 0- 4300- 220- 0000- 2700- 0000 1,000.00
Check # VCH-00000928	01	Check Amt	16.99	Status	Printed	JIMENEZ, MARTHA C (001455 - Emp)
EP26-00044		Milk for reward supplies				01- 0795- 0- 4300- 220- 0000- 3130- 0000 16.99
Check # VCH-00000929	01	Check Amt	168.70	Status	Printed	PORTER, IANA T (001441 - Emp)
EP26-00045		class supplies				01- 0794- 0- 4300- 220- 1110- 1000- 0000 106.16
EP26-00046		class supplies				01- 0794- 0- 4300- 220- 1110- 1000- 0000 62.54
Check # VCH-00000930	01	Check Amt	784.60	Status	Printed	YANEZ, ANNA E (001530 - Emp)
EP26-00047		CSU Conference Sept 17				01- 6266- 0- 5200- 150- 0000- 3110- 0000 784.60
Check # VCH-00000931	01	Check Amt	455.79	Status	Printed	1000 BULBS.COM (1000BU/1)
INV1032663		4ft LED tube X 2				01- 8150- 0- 4300- 001- 0000- 8110- 0000 455.79
Check # VCH-00000932	13	Check Amt	793.03	Status	Printed	US BANK (AMAZON/3)
0185809-1		Kitchen Equipment				13- 5310- 0- 4300- 001- 0000- 3700- 0000 264.30
0185809-2		Kitchen Equipment				13- 5310- 0- 4300- 001- 0000- 3700- 0000 27.13
3177059		Custodial Supplies				01- 0000- 0- 4300- 001- 0000- 8200- 0000 77.67
4848652		Sinage - Right to Pass				01- 8150- 0- 4300- 001- 0000- 8110- 0000 38.58
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Register 000395 - 10/08/2025

Bank Account COUNTY - AP Checks

Payment Id	Comment					
Check # VCH-00000932	13	Check Amt	793.03	Status	Printed	US BANK (AMAZON/3) - continued
63698-1	Tech Supplies			01- 0000- 0- 4300- 001- 1110- 2420- 9015		42.03
63698-2	Tech Supplies			01- 0000- 0- 4300- 001- 1110- 2420- 9015		149.30
8831413	Custodial Supplies			01- 0000- 0- 4300- 001- 0000- 8200- 0000		64.60
9666612	Air Filters Maintenance			01- 8150- 0- 4300- 001- 0000- 8110- 0000		129.42
Check # VCH-00000933	01	Check Amt	4,212.40	Status	Printed	APPLE INC (APPLEC/2)
MC02695168	2 Computers K8			01- 0000- 0- 4400- 220- 0000- 2700- 1171		840.95
				01- 0000- 0- 4400- 220- 1110- 2420- 1171		714.35
MC04728530	Computer HS			01- 0000- 0- 4400- 150- 1110- 2420- 1171		1,328.55
MC04750960	2 Computers K8			01- 0000- 0- 4400- 220- 0000- 2700- 1171		718.36
				01- 0000- 0- 4400- 220- 1110- 2420- 1171		610.19
Check # VCH-00000934	40	Check Amt	4,520.32	Status	Printed	DARK GULCH LLC (DARK/1)
1387-A	Water Tank Project			40- 9022- 0- 6170- 001- 0000- 8500- 0000		900.00
1390-A PART 1	Water System Monitoring			01- 8150- 0- 5800- 150- 0000- 8110- 2096		390.00
				01- 8150- 0- 5800- 155- 0000- 8110- 2096		390.00
				01- 8150- 0- 5800- 220- 0000- 8110- 2096		390.00
				01- 8150- 0- 5800- 221- 0000- 8110- 2096		495.00
				01- 8150- 0- 5800- 246- 0000- 8110- 2096		335.00
1390-A PART 2	Water Tank Project			40- 9022- 0- 6170- 001- 0000- 8500- 0000		1,620.32
Check # VCH-00000935	13	Check Amt	116.80	Status	Printed	NORTH COAST OPPORTUNITIES (MENDOL/2)
79572	Produce for Cafeteria			13- 5310- 0- 4700- 001- 0000- 3700- 0000		116.80
Check # VCH-00000936	01	Check Amt	1,022.28	Status	Printed	REDWOOD HEALTH SERVICES (RWHEAL/1)
CLAIMS 9-28	Process claim 9/22-9/26			68- 0000- 0- 5800- 000- 0000- 6000- 0000		429.28
OCT 2025	Dental and Vision Admin Fees			01- 0000- 0- 9514- 000- 0000- 0000- 3498		442.00
				01- 0000- 0- 9514- 000- 0000- 0000- 3499		151.00
Check # VCH-00000937	01	Check Amt	574.88	Status	Printed	US BANK CORPORATE PAYMENT SYS (USBANK/2)
000312247	WPS Test Record Forms			01- 0811- 0- 4300- 001- 5760- 1120- 0000		334.35
249	Cafe B Board Food			01- 0000- 0- 4300- 001- 0000- 7110- 0000		56.25
INV320730829	Monthly Zoom			01- 0000- 0- 5800- 001- 0000- 7110- 0000		40.00
REQN098776	Mendo Mkt Board Food			01- 0000- 0- 4300- 001- 0000- 7110- 0000		110.62
VNIV089701	Frankies Boad Food			01- 0000- 0- 4300- 001- 0000- 7110- 0000		33.66
Check # VCH-00000938	40	Check Amt	280,861.90	Status	Printed	WAHLUND CONSTRUCTION INC (WAHLU/1)
DP26-00018	Claim 9 (orig 10) less 5% retention			40- 9022- 0- 6170- 001- 0000- 8500- 0000		280,861.90
Number of Items		43	525,961.46	Totals for Register 000395		

2026 FUND-OBJ Expense Summary / Register 000395

01-4300 5,056.52

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 46, Bank Account(s) IN ('COUNTY'), Source = N, Pay To = N, Payment Method = N, Starting Check Date = 10/8/2025, Ending Check Date = 10/8/2025, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

Register 000395 - Fund/Obj Expense Summary

Bank Account COUNTY - AP Checks

2026 FUND-OBJ Expense Summary / Register 000395 (continued)

01-4400	4,212.40	
01-5200	2,330.90	
01-5520	1,432.16	
01-5600	794.81	
01-5800	4,061.99	
01-5902	168.07	
01-9110*		120,392.10-
01-9514	102,335.25	
Totals for Fund 01	120,392.10	120,392.10-
12-4300	16.84	
12-5600	23.46	
12-5800	792.29	
12-9110*		832.59-
Totals for Fund 12	832.59	832.59-
13-4300	291.43	
13-4700	4,473.63	
13-9110*		4,765.06-
Totals for Fund 13	4,765.06	4,765.06-
40-6170	399,542.43	
40-9110*		399,542.43-
Totals for Fund 40	399,542.43	399,542.43-
68-5800	429.28	
68-9110*		429.28-
Totals for Fund 68	429.28	429.28-
Totals for Register 000395	525,961.46	525,961.46-

* denotes System Generated entry

Net change to Cash 9110

525,961.46- Credit

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Register 000396 - 10/15/2025

Bank Account COUNTY - AP Checks

Payment Id	Comment						
Check # 5037899	01	Check Amt	29.18	Status	Printed	FREDERICK, AIMEE J (001541 - Emp)	
EP26-00056		Classroom Supplies			01- 0795- 0- 4300- 220- 1110- 1000- 0000		29.18
Check # 5037900	01	Check Amt	326.40	Status	Cleared	HAHN, TOBIN C (000085 - Emp)	
EP26-00059		Dual Enroll Summit 9-10/12-2025			01- 6266- 0- 5200- 150- 0000- 2700- 0000		326.40
Check # 5037901	01	Check Amt	100.06	Status	Cleared	PARKER, THEADORA M (001636 - Emp)	
EP26-00062		DMV Fee Class B Permit			01- 0740- 0- 5800- 001- 0000- 3600- 0000		100.06
Check # 5037902	01	Check Amt	200.00	Status	Cleared	ALPHA ANALYTICAL LABS INC (ALPHAA/1)	
5096630-MENUSD		District			01- 8150- 0- 5800- 001- 0000- 8110- 2096		55.00
5104126-MENUSD		Friendship Park			01- 8150- 0- 5800- 001- 0000- 8110- 2096		145.00
Check # 5037903	01	Check Amt	101.57	Status	Cleared	CARNEGIE LEARNING (CARNEG/1)	
1046552		Spanish Curriculum 1yr Subscription			01- 6300- 0- 5800- 150- 1110- 1000- 0000		101.57
Check # 5037904	01	Check Amt	19,729.42	Status	Cleared	COMMUNITY CENTER OF MENDOCINO (COMMUN/1)	
1647		September 2025			01- 2600- 0- 5800- 220- 1110- 4900- 8342		19,729.42
Check # 5037905	01	Check Amt	3,059.82	Status	Cleared	CYPRESS HOLDINGS INC (HARVES/2)	
49062 SEPT 2025		Food Cafeteria			13- 5310- 0- 4700- 001- 0000- 3700- 0000		503.78
49062 SEPT 2025 PS		Food Preschool			12- 6105- 0- 4300- 222- 7110- 1000- 4700		208.68
49494 SEPT 2024		Maintenance Supplies			01- 8150- 0- 4300- 001- 0000- 8110- 0000		1,108.82
					01- 8150- 0- 4300- 150- 0000- 8110- 0000		317.01
					01- 8150- 0- 4300- 155- 0000- 8110- 0000		4.67
					01- 8150- 0- 4300- 220- 0000- 8110- 0000		154.22
					01- 8150- 0- 4300- 221- 0000- 8110- 0000		170.17
					01- 8150- 0- 4300- 246- 0000- 8110- 0000		304.51
BOND 49494 SEP2025		Phase 3			21- 9013- 0- 6200- 150- 0000- 8500- 9917		287.96
Check # 5037906	13	Check Amt	395.35	Status	Cleared	HOPPER DAIRY (HOPPER/1)	
67701746		Dairy for Cafeteria			13- 5310- 0- 4700- 001- 0000- 3700- 0000		252.25
67701753		Dairy for Cafeteria			13- 5310- 0- 4700- 001- 0000- 3700- 0000		143.10
Check # 5037907	01	Check Amt	697.50	Status	Cleared	MCN (000MCN/1)	
2508012		October Digital Phone Service			01- 0000- 0- 5903- 001- 0000- 7200- 5903		697.50
Check # 5037908	01	Check Amt	4,472.43	Status	Cleared	MENDOCINO CITY COMM. SERV'S (MCITYC/1)	
R18467		DO - Ballpark			01- 0000- 0- 5530- 001- 0000- 8200- 0000		449.92
R18468		K8 - 44141 Little Lake Rd			01- 0000- 0- 5530- 220- 0000- 8200- 0000		1,854.14
R18503		HS - 45096 Cahto			01- 0000- 0- 5530- 150- 0000- 8200- 0000		172.73
R18731		DO - Comm Center			01- 0000- 0- 5530- 001- 0000- 8200- 0000		486.05
R18732		MCN - 45096 Cahto			01- 0000- 0- 5530- 006- 0000- 8200- 0000		220.51
R18733		HS - 10700 Ford St			01- 0000- 0- 5530- 150- 0000- 8200- 0000		1,289.08
Check # 5037909	13	Check Amt	218.00	Status	Cleared	MENDOCINO COAST PRODUCE (MCOPRO/2)	

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 46, Bank Account(s) IN ('COUNTY'), Source = N, Pay To = N, Payment Method = N,
Starting Check Date = 10/15/2025, Ending Check Date = 10/15/2025, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

Register 000396 - 10/15/2025

Bank Account COUNTY - AP Checks

Payment Id	Comment				
Check # 5037909	13	Check Amt	218.00	Status Cleared	MENDOCINO COAST PRODUCE (MCOPRO/2) - continued
36729	Produce for Cafeteria			13- 5310- 0- 4700- 001- 0000- 3700- 0000	218.00
Check # 5037910	01	Check Amt	70.00	Status Cleared	MOUNTAIN FRESH SPRING WATER (MOUNTA/1)
031733	7 Bottled Water Coolers			01- 0794- 0- 5600- 220- 1110- 1000- 0000	70.00
Check # 5037911	21	Check Amt	235.01	Status Cleared	NORVELL'S (NORVEL/1)
113339	3 gal paint			21- 9013- 0- 6200- 150- 0000- 8500- 9917	235.01
Check # 5037912	01	Check Amt	11,634.02	Status Cleared	PG&E (00PG&E/1)
2025-10-01-2137-3	Electricity for District			01- 0000- 0- 5510- 001- 0000- 8200- 0000	593.36
				01- 0000- 0- 5510- 150- 0000- 8200- 0000	9,276.70
				01- 0000- 0- 5510- 220- 0000- 8200- 0000	18.49
				01- 0000- 0- 5510- 221- 0000- 8200- 0000	242.01
				01- 0000- 0- 5510- 223- 0000- 8200- 0000	26.40-
				01- 0740- 0- 5510- 001- 0000- 8200- 0000	1,269.50
				12- 6105- 0- 5510- 222- 7110- 8200- 0000	260.36
Check # 5037913	01	Check Amt	4,775.82	Status Cleared	REDWOOD WASTE SOLUTIONS INC (RWWAST/1)
177172267U041	Greenwood Sept			12- 6105- 0- 5540- 222- 7110- 8200- 0000	102.02
17720457U039	Bus Barn Sept			01- 0000- 0- 5540- 001- 0000- 8200- 0000	448.15
177209854U039	Albion Sept			01- 0000- 0- 5540- 246- 0000- 8200- 0000	125.70
177210454U039	Mendo HS Sept			01- 0000- 0- 5540- 150- 0000- 8200- 0000	1,693.17
177210455U039	Comm Schl Sept			01- 0000- 0- 5540- 150- 0000- 8200- 0000	448.15
177210456U039	K8 Sept			01- 0000- 0- 5540- 220- 0000- 8200- 0000	1,853.35
177210467U039	Comptche Sept			01- 0000- 0- 5540- 221- 0000- 8200- 0000	105.28
Check # 5037914	01	Check Amt	375.17	Status Cleared	RHOADS AUTO PARTS INC. (RHOADS/1)
2025-09-25-BUSBARN	Transportation Auto Repair Parts			01- 0740- 0- 4365- 001- 0000- 3600- 0000	191.49
2025-09-25-GROUNDS	Fuel Filter, Spark Plugs			01- 0000- 0- 4300- 001- 0000- 8110- 0000	8.39
2025-09-25-MAINT	Battery			01- 8150- 0- 4300- 001- 0000- 8110- 0000	175.29
Check # 5037915	01	Check Amt	301.72	Status Cleared	ROSSI BUILDING MATERIALS (ROSSIB/1)
98291	Bond Phase 3 Supplies			21- 9013- 0- 6200- 150- 0000- 8500- 9917	109.52
98385	Maintenance Supplies			01- 8150- 0- 4300- 246- 0000- 8110- 0000	133.10
99291	Maintenance Supplies			01- 8150- 0- 4300- 246- 0000- 8110- 0000	59.10
Check # 5037916	01	Check Amt	121.80	Status Cleared	SUNNY DUNLAP (SUDUNL/1)
DUNLAP 10-3-25	September Mileage			01- 6500- 0- 5800- 220- 5760- 3600- 7240	121.80
Check # 5037917	13	Check Amt	903.32	Status Cleared	SYSCO FOOD SERVICES OF SF INC (SYSCOF/1)
631023371	Cafeteria Food			13- 5310- 0- 4700- 001- 0000- 3700- 0000	903.32
Check # 5037918	13	Check Amt	776.89	Status Cleared	UKIAH PAPER SUPPLY INC (UKIAHP/1)
572247	Paper Products for Cafeteria			13- 5310- 0- 4300- 001- 0000- 3700- 0000	776.89

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 46, Bank Account(s) IN ('COUNTY'), Source = N, Pay To = N, Payment Method = N,
Starting Check Date = 10/15/2025, Ending Check Date = 10/15/2025, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

Register 000396 - 10/15/2025

Bank Account COUNTY - AP Checks

Payment Id	Comment					
Check # 5037919	01	Check Amt	18.50	Status	Cleared	WHISPERING PINES WATER (WHISPE/2)
20250930-1	Bottled Water			01- 0000- 0- 4300- 001- 0000- 7200- 0000		13.50
20250930-2	Service Charge			01- 0000- 0- 5800- 001- 0000- 7200- 0000		5.00
* Break in sequence						
Check # VCH-00000939	13	Check Amt	153.82	Status	Printed	GARIBALDI, HAYLEY J (001601 - Emp)
EP26-00057	Kitchen Supplies			13- 5310- 0- 4300- 001- 0000- 3700- 0000		16.38
EP26-00058	Food			13- 5310- 0- 4700- 001- 0000- 3700- 0000		137.44
Check # VCH-00000940	01	Check Amt	50.26	Status	Printed	JIMENEZ, MARTHA C (001455 - Emp)
EP26-00060	Student Toiletries			01- 0001- 0- 4300- 150- 1110- 1000- 1137		50.26
Check # VCH-00000941	01	Check Amt	55.63	Status	Printed	LUCIER, LAURA E (000022 - Emp)
EP26-00061	Classroom Supplies			01- 0794- 0- 4300- 220- 1110- 1000- 0000		55.63
Check # VCH-00000942	01	Check Amt	346.49	Status	Printed	US BANK (AMAZON/3)
5909867	Multiport Adapter K8			01- 0000- 0- 4300- 220- 0000- 2420- 9015		180.65
6106652	Name Plate Student Member			01- 0000- 0- 4300- 001- 0000- 7110- 0000		14.92
8077035-1	Radio Antenna			01- 0740- 0- 4365- 001- 0000- 3600- 0000		125.08
8077035-2	Radio Adapters			01- 0740- 0- 4365- 001- 0000- 3600- 0000		25.84
Check # VCH-00000943	01	Check Amt	150.00	Status	Printed	CPM EDUCATIONAL PROGRAM (CPMEDU/1)
2503999-IN	K8 Curriculum Core Connections			01- 6300- 0- 4100- 220- 1110- 1000- 0000		150.00
Check # VCH-00000944	01	Check Amt	1,313.25	Status	Printed	KONE INC (KONEIN/2)
871811857	Maint Period 10/1 -12/31			01- 8150- 0- 5800- 150- 0000- 8100- 2099		1,313.25
Check # VCH-00000945	01	Check Amt	3,441.41	Status	Printed	NICK BARBIERI TRUCKING, LLC (RWCOAS/2)
1239191-IN	K8 Heating Fuel			01- 1100- 0- 5520- 220- 0000- 8200- 0000		3,441.41
Check # VCH-00000946	68	Check Amt	1,181.48	Status	Printed	REDWOOD HEALTH SERVICES (RWHEAL/1)
D 2025-10-05	10/5 Dental Claims			68- 0000- 0- 5800- 000- 0000- 6000- 0000		786.48
V 2025-10-05	10/5 Vision Claims			69- 0000- 0- 5800- 000- 0000- 6000- 0000		395.00
Check # VCH-00000947	63	Check Amt	274.02	Status	Printed	US BANK CORPORATE PAYMENT SYS (USBANK/2)
0-050-945-140-1	CDTA Sales/Use Tax			63- 0000- 0- 4300- 001- 0000- 6000- 0000		212.00
0-050945140-2	CDTA Filing Fee			63- 0000- 0- 5800- 001- 0000- 6000- 0000		4.88
374179684	Staples Office Supplies			01- 0740- 0- 4300- 001- 0000- 3600- 0000		57.14

Number of Items

30

55,508.34

Totals for Register 000396

2026 FUND-OBJ Expense Summary / Register 000396

01-4100	150.00
01-4300	2,836.56
01-4365	342.41

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 46, Bank Account(s) IN ('COUNTY'), Source = N, Pay To = N, Payment Method = N, Starting Check Date = 10/15/2025, Ending Check Date = 10/15/2025, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

ERP for California

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Register 000396 - Fund/Obj Expense Summary

Bank Account COUNTY - AP Checks

2026 FUND-OBJ Expense Summary / Register 000396 (continued)

01-5200	326.40	
01-5510	11,373.66	
01-5520	3,441.41	
01-5530	4,472.43	
01-5540	4,673.80	
01-5600	70.00	
01-5800	21,571.10	
01-5903	697.50	
01-9110*		49,955.27-
Totals for Fund 01	49,955.27	49,955.27-
12-4300	208.68	
12-5510	260.36	
12-5540	102.02	
12-9110*		571.06-
Totals for Fund 12	571.06	571.06-
13-4300	793.27	
13-4700	2,157.89	
13-9110*		2,951.16-
Totals for Fund 13	2,951.16	2,951.16-
21-6200	632.49	
21-9110*		632.49-
Totals for Fund 21	632.49	632.49-
63-4300	212.00	
63-5800	4.88	
63-9110*		216.88-
Totals for Fund 63	216.88	216.88-
68-5800	786.48	
68-9110*		786.48-
Totals for Fund 68	786.48	786.48-
69-5800	395.00	
69-9110*		395.00-
Totals for Fund 69	395.00	395.00-

Totals for Register 000396	<u>55,508.34</u>	<u>55,508.34-</u>
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* denotes System Generated entry

Net change to Cash 9110	55,508.34- Credit
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Register 000397 - 10/22/2025

Bank Account COUNTY - AP Checks


Payment Id	Comment					
Check # 5038318	01	Check Amt	30.00	Status	Cleared	Caroline Vidal (Caroline Vi - Payee)
DP26-00020	Reimb Fingerprinting					01- 0000- 0- 5814- 001- 0000- 7200- 0000 30.00
Check # 5038319	01	Check Amt	30.00	Status	Cleared	Christine de Pierro (Christine d - Payee)
DP26-00022	Finger Prints					01- 0000- 0- 5814- 001- 0000- 7200- 0000 30.00
Check # 5038320	01	Check Amt	30.00	Status	Cleared	Megan Billing (Megan Billi - Payee)
DP26-00021	Finger prints					01- 0000- 0- 5814- 001- 0000- 7200- 0000 30.00
Check # 5038321	40	Check Amt	12,000.00	Status	Cleared	CLM INSPECTION SERVICES (CLMINS/1)
WP002	Sept billing					40- 9022- 0- 6170- 001- 0000- 8500- 0000 12,000.00
Check # 5038322	01	Check Amt	224.00	Status	Cleared	CA DEPT OF JUSTICE (STOFC2/1)
849011	Fingerprinting					01- 0000- 0- 5814- 001- 0000- 7200- 0000 224.00
Check # 5038323	12	Check Amt	235.34	Status	Cleared	ELK CO. WATER DISTRICT (ELKCOW/1)
2025-10-7 INV	Water Monitoring, Greenwood					12- 6105- 0- 5530- 222- 7110- 8200- 0000 235.34
Check # 5038324	01	Check Amt	1,836.75	Status	Cleared	FORT BRAGG ELECTRIC INC (FBELEC/1)
W33110	Panel/Breaker Lathe HS Woodshop					01- 8150- 0- 5800- 150- 3800- 8110- 8168 1,836.75
Check # 5038325	01	Check Amt	686.46	Status	Cleared	GALLERY BOOKSHOP (GALLER/1)
10851883	K8 Library Books					01- 0001- 0- 4300- 220- 0000- 2420- 8327 686.46
Check # 5038326	01	Check Amt	1,735.75	Status	Cleared	CYPRESS HOLDINGS INC (HARVES/2)
2025-09-30 49495-1	Culinary Food					01- 6387- 0- 4300- 150- 3800- 1000- 8171 1,108.94
2025-09-30 49495-2	ASB MCHS					01- 0002- 0- 4300- 150- 1110- 1000- 0000 626.81
Check # 5038327	13	Check Amt	648.02	Status	Cleared	HOPPER DAIRY (HOPPER/1)
67317569	Dairy for Cafeteria					13- 5310- 0- 4700- 001- 0000- 3700- 0000 114.99
67514348	Dairy for Cafeteria					13- 5310- 0- 4700- 001- 0000- 3700- 0000 369.48
67701790	Dairy for Cafeteria					13- 5310- 0- 4700- 001- 0000- 3700- 0000 163.55
Check # 5038328	01	Check Amt	1,000.00	Status	Cleared	JD Zastrow's Pest Control (JDZAST/1)
083885	HS Pest Service					01- 8150- 0- 5800- 150- 0000- 8110- 0000 1,000.00
Check # 5038329	01	Check Amt	176.54	Status	Cleared	MENDO MILL (MENDOM/2)
4766744	Maintenance Supplies					01- 8150- 0- 4300- 001- 0000- 8110- 0000 176.54
Check # 5038330	13	Check Amt	591.00	Status	Cleared	MENDOCINO COAST PRODUCE (MCOPRO/2)
36785	Food Cafeteria					13- 5310- 0- 4700- 001- 0000- 3700- 0000 591.00
Check # 5038331	01	Check Amt	175.00	Status	Cleared	MOUNTAIN FRESH SPRING WATER (MOUNTA/1)
032084	20 - 5gal Bottles Water					01- 0794- 0- 4300- 220- 0000- 2700- 0000 175.00
Check # 5038332	01	Check Amt	135.28	Status	Cleared	NCS PEARSON INC. (PEARCL/2)
30190375	WIAT-4 Response Booklets					01- 0811- 0- 4300- 001- 5760- 1120- 0000 135.28
Check # 5038333	01	Check Amt	56.96	Status	Cleared	PG&E (00PG&E/1)

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 46, Bank Account(s) IN ('COUNTY'), Source = N, Pay To = N, Payment Method = N,
Starting Check Date = 10/22/2025, Ending Check Date = 10/22/2025, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

Register 000397 - 10/22/2025

Bank Account COUNTY - AP Checks

Payment Id		Comment						
Check #	5038333	01	Check Amt	56.96	Status	Cleared	PG&E (00PG&E/1) - continued	
	OCT-ALBION		Electricity for District				01- 0000- 0- 5510- 246- 0000- 8200- 0000	56.96
Check #	5038334	21	Check Amt	757.40	Status	Cleared	ROSSI BUILDING MATERIALS (ROSSIB/1)	
	1005671		Maintenance Supplies				01- 8150- 0- 4300- 001- 0000- 8110- 0000	132.07
	101150		Supplies HS Gym Phase 3				21- 9013- 0- 6200- 150- 0000- 8500- 9917	150.54
	954021		Phase 3 Supplies				21- 9013- 0- 6200- 150- 0000- 8500- 9917	165.84
	954021-BAL		Phase 3 Supplies				21- 9013- 0- 6200- 150- 0000- 8500- 9917	129.20
	982911		Phase 3 Supplies				21- 9013- 0- 6200- 150- 0000- 8500- 9917	109.52
	996511		Maintenance Supplies				01- 8150- 0- 4300- 001- 0000- 8110- 0000	70.23
Check #	5038335	01	Check Amt	50.00	Status	Cleared	SCHOOL & COLLEGE LEGAL SVCS (SCHAND/1)	
	INV26-00135		Wrkshp IEP Mtg Logistics				01- 0000- 0- 5200- 220- 0000- 2700- 9075	50.00
Check #	5038336	21	Check Amt	1,285.00	Status	Cleared	SHN CONSULTING ENGINEERS (SHNCON/1)	
	421046		HS Boudary Survey				21- 9013- 0- 6200- 150- 0000- 8500- 9917	1,285.00
Check #	5038337	13	Check Amt	1,190.03	Status	Cleared	SYSCO FOOD SERVICES OF SF INC (SYSCOF/1)	
	631036092		Food Cafeteria				13- 5310- 0- 4700- 001- 0000- 3700- 0000	1,190.03
Check #	5038338	01	Check Amt	1,545.00	Status	Cleared	TYLER GRINBERG (TGRINB/1)	
	2025-08-19 INV		CPR Certificated Required				01- 0000- 0- 5200- 001- 1110- 1000- 0000	1,545.00
Check #	5038339	13	Check Amt	2,414.17	Status	Cleared	US FOODS INC. SAN FRANCISCO (USFOOD/2)	
	016505105-003		Food Cafeteria				13- 5310- 0- 4700- 001- 0000- 3700- 0000	1,143.13
	4335431		Cafeteria Food and Snack				13- 5310- 0- 4300- 001- 0000- 3700- 0000	48.96
							13- 5310- 0- 4700- 001- 0000- 3700- 0000	1,222.08
Check #	5038340	01	Check Amt	113.00	Status	Cleared	WHISPERING PINES WATER (WHISPE/2)	
	20250930HS-1		10 - 5gal bottles water				01- 0794- 0- 4300- 150- 0000- 2700- 0000	108.00
	20250930HS-2		Service Fee				01- 0794- 0- 5800- 150- 0000- 2700- 0000	5.00
	* Break in sequence							
Check #	VCH-00000948	01	Check Amt	1,755.37	Status	Printed	US BANK (AMAZON/3)	
	0221052		Barrett Classroom Supplies				01- 0794- 0- 4300- 150- 3800- 1000- 8171	107.84
	0253862-1		Yanez Classroom Supplies				01- 0794- 0- 4300- 150- 0000- 3110- 0000	13.66
	0253862-2		Yanez Classroom Supplies				01- 0794- 0- 4300- 150- 0000- 3110- 0000	25.61
	0646601		Dominguez Classroom Supplies				01- 0794- 0- 4300- 150- 1110- 1000- 0000	96.88
	1170604		Dominguez Classroom Supplies				01- 0794- 0- 4300- 150- 1110- 1000- 0000	143.28
	1989845		Miller Classroom Supplies				01- 0794- 0- 4300- 150- 1110- 1000- 0000	104.10
	2021055		Dominguez Classroom Supplies				01- 0794- 0- 4300- 150- 1110- 1000- 0000	29.82
	2993845		HLH 104 Supplies				01- 7339- 0- 4300- 150- 1110- 1000- 0026	64.71
	3117842		ASB Volleyball Tape				01- 0002- 0- 4300- 150- 1110- 4200- 0000	29.12
	4063469		Lathe Accessories 24/25				01- 6387- 0- 4300- 150- 3800- 1000- 8168	78.22
	5059437		Dominguez Classroom Supplies				01- 0794- 0- 4300- 150- 1110- 1000- 0000	26.74
Selection	Sorted by Check Number, Inv #, Include Address=No, (Org = 46, Bank Account(s) IN ('COUNTY'), Source = N, Pay To = N, Payment Method = N, Starting Check Date = 10/22/2025, Ending Check Date = 10/22/2025, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)							



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Register 000397 - 10/22/2025

Bank Account COUNTY - AP Checks

Payment Id	Comment					
Check # VCH-00000948	01	Check Amt	1,755.37	Status	Printed	US BANK (AMAZON/3) - continued
5558602	Office Decorations			01- 0794- 0- 4300- 150- 0000- 2700- 0000		20.49
5615434	Liwagon Classroom Supplies			01- 0794- 0- 4300- 150- 1110- 1000- 0000		138.45
6038618	Yanez Classroom Supplies			01- 0794- 0- 4300- 150- 0000- 3110- 0000		61.35
6205033-1	Brown Storage Boxes			01- 0794- 0- 4300- 150- 3800- 1000- 8167		119.19
6205033-2	Brown Storage Boxes			01- 0794- 0- 4300- 150- 3800- 1000- 8167		117.13
6618614	Soccer Goalie Pants			01- 0001- 0- 4300- 150- 1110- 4200- 1147		42.07
6674617	HLH 104 Supplies			01- 7339- 0- 4300- 150- 1110- 1000- 0026		17.21
7400267	Captain Armbands			01- 0000- 0- 4300- 150- 1110- 4200- 0000		9.27
8072237	Office Chairs			01- 0794- 0- 4300- 150- 0000- 2700- 0000		167.36
9182656	Brown Storage Boxes			01- 0794- 0- 4300- 150- 3800- 1000- 8167		41.95
9201865	ASB Vball Scorekeepers Book			01- 0002- 0- 4300- 150- 1110- 4200- 0000		16.18
9880202	HLH 104 Supplies			01- 7339- 0- 4300- 150- 1110- 1000- 0026		284.74
Check # VCH-00000949	01	Check Amt	8,223.95	Status	Printed	GREAT MINDS (GREATM/2)
INV237035	Arts and Letters			01- 6300- 0- 4100- 220- 1110- 1000- 0000		352.00
INV257443	Grade 5 Curriculum			01- 6300- 0- 4100- 220- 1110- 1000- 0000		1,101.75
INV259452	Arts and Letters			01- 6300- 0- 4100- 220- 1110- 1000- 0000		6,770.20
Check # VCH-00000950	13	Check Amt	126.00	Status	Printed	NORTH COAST OPPORTUNITIES (MENDOL/2)
79663	Produce for Cafeteria			13- 5310- 0- 4700- 001- 0000- 3700- 0000		126.00
Check # VCH-00000951	21	Check Amt	155.54	Status	Printed	QUATTROCCHI KWOK ARCHITECTS (QUATTR/1)
28164	PH2 Closeout Paperwork			21- 9013- 0- 6200- 150- 0000- 8500- 9917		155.54
Check # VCH-00000952	01	Check Amt	7,130.40	Status	Printed	NICK BARBIERI TRUCKING, LLC (RWCOAS/2)
1242349-IN	Diesel and Regular Fuel for Vehicles and Heating			01- 0740- 0- 4361- 001- 0000- 3600- 0000		7,130.40
Check # VCH-00000953	68	Check Amt	3,096.08	Status	Printed	REDWOOD HEALTH SERVICES (RWHEAL/1)
10-13-25 CLM REG D	Dental Claims 10-12-25			68- 0000- 0- 5800- 000- 0000- 6000- 0000		2,978.58
10-13-25 CLM REG V	Vision Claims 10-12-25			69- 0000- 0- 5800- 000- 0000- 6000- 0000		117.50
Check # VCH-00000954	01	Check Amt	8,505.36	Status	Printed	US BANK CORPORATE PAYMENT SYS (USBANK/2)
0017759701	ASB BSoccer Tourn Hotel			01- 0002- 0- 5800- 150- 1110- 4200- 0000		97.97
0017759771	ASB BSoccer Tourn Hotel			01- 0002- 0- 5800- 150- 1110- 4200- 0000		97.97
0017759824	ASB BSoccer Tourn Hotel			01- 0002- 0- 5800- 150- 1110- 4200- 0000		97.97
0017760320	ASB BSoccer Tourn Hotel			01- 0002- 0- 5800- 150- 1110- 4200- 0000		97.97
0017760388	ASB BSoccer Tourn Hotel			01- 0002- 0- 5800- 150- 1110- 4200- 0000		97.97
02615139	Speakers/Mic Athletics			01- 0000- 0- 4300- 150- 1110- 4200- 0127		927.62
141355	Food Handler Cert - 30 Students			01- 0794- 0- 5800- 150- 3800- 1000- 8171		240.00
141678-1	Food Handler Training/Exam #1			01- 0794- 0- 5800- 150- 3800- 1000- 8171		10.00
141678-2	Food Handler Training/Exam #2			01- 0794- 0- 5800- 150- 3800- 1000- 8171		10.00
141678-3	Food Handler Training/Exam #3			01- 0794- 0- 5800- 150- 3800- 1000- 8171		10.00
141678-4	4 Food Handler Training/Exam			01- 0794- 0- 5800- 150- 3800- 1000- 8171		40.00
Selection	Sorted by Check Number, Inv #, Include Address=No, (Org = 46, Bank Account(s) IN ('COUNTY'), Source = N, Pay To = N, Payment Method = N, Starting Check Date = 10/22/2025, Ending Check Date = 10/22/2025, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)					ERP for California

Register 000397 - 10/22/2025

Bank Account COUNTY - AP Checks

Payment Id	Comment					
Check # VCH-00000954 01	Check Amt	8,505.36	Status	Printed	US BANK CORPORATE PAYMENT SYS (USBANK/2) - continued	
1D65957	Soccer Training Cones			01- 0000- 0- 4300- 150- 1110- 4200- 0000		144.56
2977801	Soundtrap Annaul Fee			01- 6387- 0- 5800- 150- 3800- 1000- 8167		591.50
40969322	Stools Score Table ULINE			01- 0000- 0- 4300- 150- 1110- 4200- 0000		744.78
435270433	ODP Gilbert Classroom Supplies			01- 0794- 0- 4300- 150- 1110- 1000- 0000		44.87
435277546	ODP Gilbert Classroom Supplies			01- 0794- 0- 4300- 150- 1110- 1000- 0000		24.26
437860074	ODP Sosnovec Classroom Supplies			01- 0794- 0- 4300- 150- 1110- 1000- 0000		39.90
491997	Gilbert Classroom Supplies			01- 0794- 0- 4300- 150- 1110- 1000- 0000		136.90
518655	Lathe Accessories 24/25			01- 6387- 0- 4300- 150- 3800- 1000- 8168		378.61
6440860701	Tobin CCEMC Conf 9-10/12-25			01- 6266- 0- 5200- 150- 0000- 2700- 0000		504.70
90686	Calif and US Flags			01- 0794- 0- 4300- 150- 0000- 2700- 0000		148.95
B1101055955	Saw Blade 24/25			01- 6387- 0- 4300- 150- 3800- 1000- 8168		1,366.97
CI163952025	Chisel Planes 24/25			01- 6387- 0- 4300- 150- 3800- 1000- 8168		1,401.62
S81510	Woodshop Supplies 24/25			01- 6387- 0- 4300- 150- 3800- 1000- 8168		650.27
SUB1S4MRTC6H1NXGOL3	ChatGPT Subscription			01- 0794- 0- 5800- 150- 1110- 1000- 0000		600.00
Number of Items	30	55,938.40	Totals for Register 000397			

2026 FUND-OBJ Expense Summary / Register 000397

01-4100	8,223.95	
01-4300	10,984.01	
01-4361	7,130.40	
01-5200	2,099.70	
01-5510	56.96	
01-5800	4,833.10	
01-5814	314.00	
01-9110*		33,642.12-
Totals for Fund 01	33,642.12	33,642.12-
12-5530	235.34	
12-9110*		235.34-
Totals for Fund 12	235.34	235.34-
13-4300	48.96	
13-4700	4,920.26	
13-9110*		4,969.22-
Totals for Fund 13	4,969.22	4,969.22-
21-6200	1,995.64	

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 46, Bank Account(s) IN ('COUNTY'), Source = N, Pay To = N, Payment Method = N,
Starting Check Date = 10/22/2025, Ending Check Date = 10/22/2025, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

Register 000397 - Fund/Obj Expense Summary

Bank Account COUNTY - AP Checks

2026 FUND-OBJ Expense Summary / Register 000397 (continued)

21-9110*		1,995.64-
Totals for Fund 21	1,995.64	1,995.64-
40-6170	12,000.00	
40-9110*		12,000.00-
Totals for Fund 40	12,000.00	12,000.00-
68-5800	2,978.58	
68-9110*		2,978.58-
Totals for Fund 68	2,978.58	2,978.58-
69-5800	117.50	
69-9110*		117.50-
Totals for Fund 69	117.50	117.50-
Totals for Register 000397	55,938.40	55,938.40-

* denotes System Generated entry

Net change to Cash 9110 55,938.40- Credit

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Register 000398 - 10/29/2025

Bank Account COUNTY - AP Checks

Payment Id	Comment					
Check # 5038822	12	Check Amt	78.74	Status Cleared	Matthew Berry (Matthew Ber - Payee)	
DP26-00023	HP Utiliry Pump for Pre-school			12- 6105- 0- 4300- 222- 7110- 1000- 0000		78.74
Check # 5038823	01	Check Amt	114.15	Status Cleared	BARRETT, CAROLEN F (001425 - Emp)	
EP26-00073	ingredients for Board lunch			01- 0000- 0- 4300- 001- 0000- 7110- 0000		114.15
Check # 5038824	01	Check Amt	204.40	Status Cleared	PERRY, MEGAN B (000166 - Emp)	
EP26-00070	mileage"Rooted&Ready workshop MCOE			01- 6266- 0- 5200- 220- 1110- 1000- 0000		204.40
Check # 5038825	01	Check Amt	377.55	Status Cleared	PRICE, WILLIAM (000283 - Emp)	
EP26-00071	Pressure Washer for Maintenance			01- 8150- 0- 4300- 001- 0000- 8110- 0000		377.55
Check # 5038826	01	Check Amt	30.00	Status Cleared	ZAMORA ESQUIVEL, ARCELIA V (001647 - Emp)	
EP26-00072	Finger Prints			01- 0000- 0- 5814- 001- 0000- 7200- 0000		30.00
Check # 5038827	01	Check Amt	948.00	Status Cleared	ACELLUS EDUCATIONAL SERVICES (ACELLU/1)	
109342	12 Acellus Student License			01- 0794- 0- 5800- 150- 1110- 1000- 0000		948.00
Check # 5038828	01	Check Amt	9,257.56	Status Cleared	ADVANCED SECURITY SYSTEMS (ADVSEC/1)	
754464	K-8 Fire System Serv 11/2025-10/2026			01- 8150- 0- 5800- 220- 0000- 8110- 2089		8,628.00
754774	Onsite service visit			01- 8150- 0- 5800- 220- 0000- 8110- 2089		629.56
Check # 5038829	01	Check Amt	55.00	Status Cleared	ALPHA ANALYTICAL LABS INC (ALPHAA/1)	
5107338-MENUSD	Open P.O. Water Testing			01- 8150- 0- 5800- 221- 0000- 8110- 2096		55.00
Check # 5038830	01	Check Amt	2,588.00	Status Printed	ANGEL'S AUTOMOTIVE (ANGELS/1)	
924136	4 tires for Van			01- 0740- 0- 4363- 001- 0000- 3600- 0000		1,138.00
926961	4 tires bus 11			01- 0740- 0- 4363- 001- 0000- 3600- 0000		1,450.00
Check # 5038831	01	Check Amt	2,000.00	Status Cleared	US POSTAL SERVICE (CMRS-FP) (CMRSFP/1)	
OCT 2025	Postage for District			01- 0000- 0- 5904- 001- 0000- 7200- 0000		2,000.00
Check # 5038832	13	Check Amt	650.83	Status Cleared	HOPPER DAIRY (HOPPER/1)	
67317597	Dairy for Cafeteria			13- 5310- 0- 4700- 001- 0000- 3700- 0000		425.30
67514427	Dairy for Cafeteria			13- 5310- 0- 4700- 001- 0000- 3700- 0000		225.53
Check # 5038833	01	Check Amt	338.84	Status Cleared	JOSTENS (JOSTEN/1)	
37671910	35 Graduatiaon covers			01- 0794- 0- 4300- 150- 0000- 2700- 0000		338.84
Check # 5038834	13	Check Amt	482.00	Status Cleared	MENDOCINO COAST PRODUCE (MCOPRO/2)	
36840	Produce for Cafeteria			13- 5310- 0- 4700- 001- 0000- 3700- 0000		482.00
Check # 5038835	01	Check Amt	1,541.82	Status Cleared	PG&E (00PG&E/1)	
OCT HS	Electricity for District			01- 0000- 0- 5510- 150- 0000- 8200- 0000		1,541.82
Check # 5038836	01	Check Amt	665.14	Status Printed	PROFESSIONAL BINDING PRODUCTS (PROFES/1)	
PSI0222342	Office Supplies			01- 0794- 0- 4300- 220- 0000- 2700- 0000		665.14
Check # 5038837	13	Check Amt	320.50	Status Cleared	Roundman's (ROUNDM/1)	

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 46, Bank Account(s) IN ('COUNTY'), Source = N, Pay To = N, Payment Method = N,
Starting Check Date = 10/29/2025, Ending Check Date = 10/29/2025, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

Register 000398 - 10/29/2025

Bank Account COUNTY - AP Checks

Payment Id	Comment				
Check # 5038837	13	Check Amt	320.50	Status Cleared	Roundman's (ROUNDM/1) - continued
38956	Grass Fed Beef			13- 5310- 0- 4700- 001- 0000- 3700- 0000	320.50
Check # 5038838	13	Check Amt	57.08	Status Cleared	SAFEWAY INC. (SAFEWA/2)
OCT BILLING	Cafeteria Food			13- 5310- 0- 4300- 001- 0000- 3700- 0000	5.77
				13- 5310- 0- 4700- 001- 0000- 3700- 0000	51.31
Check # 5038839	01	Check Amt	150.00	Status Printed	SANFORD J BROWN MD (SBROWN/1)
ZAMORA0000	DOT exam for new hire			01- 0740- 0- 5813- 001- 0000- 3600- 0000	150.00
Check # 5038840	01	Check Amt	883.19	Status Cleared	SUN LIFE FINANCIAL (SUNLIF/1)
NOV BILLING	Employee Life Insurance			01- - - 9526- - - - -	883.19
Check # 5038841	13	Check Amt	1,492.22	Status Cleared	SYSCO FOOD SERVICES OF SF INC (SYSCOF/1)
631048962	Cafeteria Food			13- 5310- 0- 4700- 001- 0000- 3700- 0000	1,492.22
Check # 5038842	13	Check Amt	779.98	Status Cleared	UKIAH PAPER SUPPLY INC (UKIAHP/1)
572460	Paper Products for Cafeteria			13- 5310- 0- 4300- 001- 0000- 3700- 0000	779.98
Check # 5038843	13	Check Amt	664.86	Status Cleared	WILD OAK DAIRY (UNNATU/2)
016524483-003	Cafeteria Food and Snack			13- 5310- 0- 4700- 001- 0000- 3700- 0000	664.86
Check # 5038844	13	Check Amt	1,092.71	Status Cleared	US FOODS INC. SAN FRANCISCO (USFOOD/2)
4537048	Cafeteria Food and Snack			13- 5310- 0- 4300- 001- 0000- 3700- 0000	106.24
				13- 5310- 0- 4700- 001- 0000- 3700- 0000	986.47
* Break in sequence					
Check # VCH-00000955	12	Check Amt	68.18	Status Printed	BALLARD, JESSICA C (000273 - Emp)
EP26-00063	CSPP meeting at MCOE			12- 6105- 0- 5200- 222- 7110- 1000- 0000	68.18
Check # VCH-00000956	01	Check Amt	29.12	Status Printed	DRAYER, JESSICA (000559 - Emp)
EP26-00064	Dance scarves;ABC letters/books;Phonics games;CVC wrods			01- 0794- 0- 4300- 220- 1110- 1000- 0000	29.12
Check # VCH-00000957	01	Check Amt	82.35	Status Printed	DUNCAN, PAMELA C (000062 - Emp)
EP26-00074	Stapler; Paper; Laptop Camera covers			01- 0794- 0- 4300- 150- 1110- 1000- 0000	82.35
Check # VCH-00000958	01	Check Amt	10.09	Status Printed	GOLD, NOAH G (000078 - Emp)
EP26-00075	Gas for College Trip			01- 0794- 0- 5200- 150- 0000- 2700- 0000	10.09
Check # VCH-00000959	01	Check Amt	895.24	Status Printed	JIMENEZ, MARTHA C (001455 - Emp)
EP26-00065	Safety&Connection Training/shoe laces			01- 0001- 0- 4300- 220- 1110- 1000- 1137	6.52
				01- 6266- 0- 5200- 220- 0000- 3130- 0000	116.32
EP26-00066	mileage to 221 for Volunteer orientation			01- 0000- 0- 5200- 221- 1110- 1000- 0000	22.40
EP26-00067	Gas/food cards for students			01- 0001- 0- 4300- 220- 1110- 1000- 1137	750.00
Check # VCH-00000960	01	Check Amt	102.20	Status Printed	LUCIER, LAURA E (000022 - Emp)
EP26-00068	mileage"Rooted&Ready workshop MCOE			01- 6266- 0- 5200- 220- 1110- 1000- 0000	102.20
Selection	Sorted by Check Number, Inv #, Include Address=No, (Org = 46, Bank Account(s) IN ('COUNTY'), Source = N, Pay To = N, Payment Method = N, Starting Check Date = 10/29/2025, Ending Check Date = 10/29/2025, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)				

Register 000398 - 10/29/2025

Bank Account COUNTY - AP Checks

Payment Id	Comment						
Check # VCH-00000961	01	Check Amt	163.31	Status	Printed	MORSE, JASON J (000146 - Emp)	
EP26-00069	mileage 9/22-10/21					01- 0000- 0- 5200- 001- 0000- 7150- 0000	36.61
						01- 8150- 0- 5200- 001- 0000- 8110- 0000	126.70
Check # VCH-00000962	01	Check Amt	990.43	Status	Printed	US BANK (AMAZON/3)	
0326653	Sports balls Sasha					01- 0795- 0- 4300- 220- 1110- 1000- 0000	79.89
0981053	Scorebooks Volleyball					01- 0002- 0- 4300- 220- 1110- 4200- 0000	35.59
2600255	Sports balls Chelsey					01- 0795- 0- 4300- 220- 0000- 2700- 0000	18.33
						01- 0795- 0- 4300- 220- 1110- 1000- 0000	78.39
2826215-2	Sports balls West					01- 0795- 0- 4300- 220- 1110- 1000- 0000	25.88
2836215-1	Sports balls West					01- 0795- 0- 4300- 220- 1110- 1000- 0000	72.25
3463461	Library Supplies					01- 0001- 0- 4300- 220- 0000- 2420- 8327	11.81
4527406-1	PE Equip Hannah					01- 0795- 0- 4300- 220- 1110- 1000- 0000	27.27
4527406-2	PE Equip Hannah					01- 0795- 0- 4300- 220- 1110- 1000- 0000	44.44
4719419	AMAZON K8 LUMP					01- 0794- 0- 4300- 220- 1110- 1000- 0000	20.16
6011431-1	Classroom Supplies					01- 0795- 0- 4300- 220- 1110- 1000- 0000	27.90
6011431-2	Classroom Supplies					01- 0795- 0- 4300- 220- 1110- 1000- 0000	59.76
6334631	Classroom supplies					01- 0811- 0- 4300- 220- 5760- 1120- 0000	9.70
6585854	AMAZON K8 LUMP					01- 0794- 0- 4300- 220- 1110- 1000- 0000	9.70
6741832	AMAZON K8 LUMP					01- 0794- 0- 4300- 220- 1110- 1000- 0000	34.24
6804254-1	AMAZON K8 LUMP					01- 0794- 0- 4300- 220- 1110- 1000- 0000	61.78
6804254-2	AMAZON K8 LUMP					01- 0794- 0- 4300- 220- 1110- 1000- 0000	31.04
7108236	Scorebooks Volleyball					01- 0002- 0- 4300- 220- 1110- 4200- 0000	42.72
8249816	Sept Prime Mbrship					01- 0794- 0- 4300- 220- 0000- 2700- 0000	16.17
9115469	AMAZON K8 LUMP					01- 0794- 0- 4300- 220- 1110- 1000- 0000	196.90
9899428	AMAZON K8 LUMP					01- 0794- 0- 4300- 220- 1110- 1000- 0000	77.89
9948257	Library Supplies					01- 0001- 0- 4300- 220- 0000- 2420- 8327	8.62
Check # VCH-00000963	13	Check Amt	34.00	Status	Printed	NORTH COAST OPPORTUNITIES (MENDOL/2)	
79713	Produce for Cafeteria					13- 5310- 0- 4700- 001- 0000- 3700- 0000	34.00
Check # VCH-00000964	68	Check Amt	2,751.01	Status	Printed	REDWOOD HEALTH SERVICES (RWHEAL/1)	
CLAIMS 1019	Claims 10/13-10/17					68- 0000- 0- 5800- 000- 0000- 6000- 0000	2,751.01
Check # VCH-00000965	01	Check Amt	401.54	Status	Printed	US BANK CORPORATE PAYMENT SYS (USBANK/2)	
436968007-001	ODP Toner/Dry Erase					01- 0794- 0- 4300- 220- 0000- 2700- 0000	173.56
436968094-001	ODP Mize class supplies					01- 0794- 0- 4300- 220- 1110- 1000- 0000	21.53
ORD200687	Social Studies Curriculum					01- 6300- 0- 5800- 220- 1110- 1000- 0000	114.00
VP09-12-25	Pizza Volleyball ASB					01- 0002- 0- 4300- 220- 1110- 4200- 0000	92.45
Number of Items		34	30,300.04	Totals for Register 000398			

Register 000398 - Fund/Obj Expense Summary

Bank Account COUNTY - AP Checks

2026 FUND-OBJ Expense Summary / Register 000398 (continued)

2026 FUND-OBJ Expense Summary / Register 000398

01-4300	3,641.64	
01-4363	2,588.00	
01-5200	618.72	
01-5510	1,541.82	
01-5800	10,374.56	
01-5813	150.00	
01-5814	30.00	
01-5904	2,000.00	
01-9110*		21,827.93-
01-9526	883.19	
Totals for Fund 01	21,827.93	21,827.93-
12-4300	78.74	
12-5200	68.18	
12-9110*		146.92-
Totals for Fund 12	146.92	146.92-
13-4300	891.99	
13-4700	4,682.19	
13-9110*		5,574.18-
Totals for Fund 13	5,574.18	5,574.18-
68-5800	2,751.01	
68-9110*		2,751.01-
Totals for Fund 68	2,751.01	2,751.01-
Totals for Register 000398	30,300.04	30,300.04-

* denotes System Generated entry

Net change to Cash 9110

30,300.04- Credit

Mendocino Unified School District



MINUTES

Regular Board Meeting

OCTOBER 16, 2025

**MENDOCINO HIGH SCHOOL
10700 FORD STREET
MENDOCINO, CA 95460**

4:30 P.M. CLOSED SESSION – VIA TELECONFERENCE

(Closed Session Public Hearing – link on page 2)

**5:00 P.M. OPEN SESSION – IN PERSON at MENDOCINO HIGH SCHOOL
& VIA TELECONFERENCE**

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/89186736649?pwd=2XO9E7bUCJtq9haJErTxAeX1cQXFEJ.1>

Passcode: 776580

*Please "mute" your device during the meeting.
MUSD is not available for technical support for remote meetings.*

Board Priorities

- *Develop and expand community partnerships and communication*
- *Increase learning and achievement for all students, families, and staff*
- *Plan wisely for the future while maintaining fiscal integrity*
- *Maintain and improve the physical plant*

Any writings distributed either as part of the Board packet, or within 72 hours of a meeting, can be viewed at the MUSD website at <https://www.mendocinoused.org/District/3118-2025-26-Agendas.html>. In compliance with Government Code section 54954.2(a) Mendocino Unified School District will, on request, make agendas available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals who need this agenda in an alternative format or who need a disability related modification or accommodation in order to participate in the meeting should contact, Erin Placido Exec. Assistant to the Superintendent, in writing at P.O. Box 1154, Mendocino, CA 95460 or via email at doerin@mcn.org.

MENDOCINO UNIFIED SCHOOL DISTRICT IS PROUD TO BE AN EQUAL OPPORTUNITY EMPLOYER

1. 4:30 P.M., CLOSED SESSION CALL TO ORDER AND ROLL CALL

- 1.1. Call to order and roll call

The meeting was called to order at 4:30 PM. Present were Trustees Bloyd, Schaeffer, Morton. Trustee Griffen and Aum were absent.

- 1.2. The President will verbally identify the agenda items to be discussed during closed session as listed below.

The Clerk of the Board verbally identified the agenda items to be discussed.

2. PUBLIC HEARING FOR CLOSED SESSION

Members of the public may take this opportunity to comment on closed session agenda items per Board Policy 9322. Under the requirements of the Brown Act open meeting law, members of the community wishing to address an item on the closed session agenda may do so at this time. Items not on the agenda cannot be addressed at this time. A three-minute limit is set for each speaker on all items. The total time for public input on each item is limited to 20 minutes. (Government Code 54954.3).

Join Zoom Meeting

<https://us02web.zoom.us/j/89127400083?pwd=mXXDUr9yy2hBSlpXulMNn2LoiQN9Qr.1>

Meeting ID: 891 2740 0083 Passcode: 250381

3. CLOSED SESSION

The Board will adjourn to closed session pursuant to Government Code 54950 - 54962.

- 3.1. Conference with labor negotiators (Govt. Code 54957.6) Agency Representative:
Superintendent Jason Morse
Employee organizations: CEMUS and MTA bargaining units
- 3.2. Employment/Personnel Changes

4. 5:00 P.M. OPEN SESSION

- 4.1. Call to order and roll call

The meeting was called to order at 5:01 PM. Present were Trustees Bloyd, Schaeffer, Morton. Trustee Griffen was absent. Trustee Aum arrived after roll call.

- 4.2. Closed session disclosure

Any reportable action taken during closed session will be disclosed at this time.

There was nothing disclosed out of closed session.

- 4.3. Approval of agenda

Items to be removed from the agenda or changes to the agenda should be done at this time.

MSA Schaeffer/Bloyd (3/0) to approve the agenda.

5. PUBLIC HEARING – SUNSHINING ITEMS TO BE NEGOTIATED BETWEEN MTA AND MUSD

Both the Certificated Employees of Mendocino Unified School District (MTA) and the District will present their openers for the negotiation of the MTA contract for the 2025-26 school year.

MTA is not quite ready to sunshine items. It will be placed on the November agenda.

6. CONSENT AGENDA

Items on the consent agenda are passed in one motion without discussion. Any item may be pulled from the consent agenda by any member of the Board and moved to action when approving the agenda.

- 6.1. Approval of Warrants

6.1.1. 9/10/25, 9/17/25, 9/24/25, 10/1/25

- 6.2. Approval of Minutes
 - 6.2.1. Board Meeting Minutes: 8/28/25, 9/11/25, 10/1/25
- 6.3. Approval of Employment/Personnel Changes
 - 6.3.1. Hire, Classified Employee, 5.75 hrs/day, 10 mos/yr, effective 9/17/25
 - 6.3.2. Hire, Classified Employee, 3.75 hrs/day, 10 mos/yr, effective 9/16/25
 - 6.3.3. Hire, Classified Manager, 7.5 hrs/day, effective 8/14/25-8/28/25, and pay the daily rate of pay for 8/29/25.
 - 6.3.4. Accept, Classified Employee, return from unpaid leave of absence, effective 10/3/25
 - 6.3.5. Adjust, Certificated Employee, 60% Head Teacher/40% Health, effective 8/1/25
 - 6.3.6. Increase, Classified Employee, currently working 4.8 hrs/day to 6.5 hrs/day, effective 9/15/25
 - 6.3.7. Increase, Classified Employee, currently working 5.0 hrs/day to 8.0 hrs/day, effective 9/15/25
 - 6.3.8. Award, Classified Employee, Educational Increment of 4%, effective 8/20/25
- 6.4. Approval of the Current Budget Change Report
- 6.5. Approval of Student Body Reports – September 2025
- 6.6. Approval of various outdated electronic surplus items
- 6.7. Approval of the Fuel Use Agreement between MUSD and the Mendocino Fire Protection District
- 6.8. Approval of Grant Donation Opportunities for 2025-26
 - 6.8.1. Community Foundation of Mendocino County - \$6,500
 - 6.8.2. Redwood Connects Grant - \$6,000
 - 6.8.3. North Coast Builders Exchange Teacher Grant Program - \$2,000
 - 6.8.4. Clay Grant Request - \$5,500
- 6.9. Approval of the Certificated Seniority List
- 6.10. Approval of the Classified Seniority List
- 6.11. Acknowledgement of correspondence from MCOE regarding the approval of the 2024-25 Budget and LCAP
- 6.12. Acknowledgement of donation by Natasha and Marco Innocenti in the amount of \$500 to the Mendocino K8 Art Program
- 6.13. Approval of the Williams Settlement Quarterly Uniform Complaint report for School Year 2025-26 – Quarter 1

MSA Schaeffer/Bloyd (3/0) to approve the consent agenda.

7. REPORTS

7.1. Student Trustee – Max Oatney

Student Trustee Oatney reported that a survey was sent to ASB officers and most everyone is looking forward to Homecoming Week. Sports are off to a very good start.

7.2. Administrative

7.2.1. Principal – Tobin Hahn

Principal Hahn gave the attached presentation.

7.2.2. Superintendent – Jason Morse

Superintendent Morse pointed out the grant information from the consent agenda. Kudos to those staff members for getting those funds. Total enrollment for the district is 413. Chronic absenteeism is currently at 19% which is better. Greenwood Preschool is up and running just waiting on a final inspection for the final permit to be awarded. Met with Community Center of Mendocino, the baseball group and the circus to get everyone on the same page.

7.3. Bargaining Units

7.3.1. Mendocino Unified Teachers Association (MUTA)

Interim President, Josh Potter, reported that things are looking especially good so far this year for staff.

7.3.2. Classified Employees of Mendocino Unified Schools (CEMUS)

There was no one present from CEMUS.

7.4. Board Trustee Reports

Trustee Aum reported that he received an email from the solar company stating that DSA approval has gone through and that paperwork is underway to get the project started.

8. TIMED ITEM 5:30 P.M. - PARENT/COMMUNITY COMMENT

Items not on the agenda, but within the jurisdiction of this body, may be addressed at this time or be submitted to the Superintendent in writing for Board consideration as an agenda item. A three-minute limit is set for each speaker on all items. The total time for public input on each item is limited to 20 minutes (Government Code 54952). The Brown Act does not permit the Board to take action on any item that is not on the agenda. In addition, in order to protect the rights of all involved, complaints about employees should be addressed through the District complaint process. Speaking about a personnel issue at a Board meeting may prevent the Board from being able to act on it. Please see an administrator to initiate the complaint process.

The Board may briefly respond to public comments by asking questions to clarify the speaker's comments and refer the speaker to the Superintendent for further clarification. We thank you for your comments and participation at this meeting.

There were no parent/community comments.

9. INFORMATION/DISCUSSION/POSSIBLE ACTION ITEMS

9.1. MUSD Recycled Water Project Utility Easements

The Board will consider the easements and tank location for the Recycled Water Project.

Aum/Bloyd (4/0) to approve the Recycled Water Project Utility Easements as presented.

9.2. Mendocino High School Phase III

The Board will discuss the small construction projects included in Phase III of the High School Modernization Project.

Superintendent Morse reported that the high school locker rooms are almost finished. Facilities committee to meet with Ruben to discuss next steps and locations for work (woodshop, band room, PAC, tennis courts).

9.3. MUSD Deferred Maintenance Plan Update

Maintenance Supervisor, Jason Morse, will provide an update on the Deferred Maintenance Plan for the District

MSA Aum/Bloyd (4/0) to approve the Deferred Maintenance Plan as presented.

9.4. Consideration of Reduced Workload Program for 2025-26

As per the negotiated MTA Contract, the District must declare by November 15th of each year whether certificated employees will be offered the reduced workload retirement option of the following year

MSA Schaeffer/Aum (4/0) to approve the Reduced Workload Program for 2026-26.

9.5. Approval/Authorization of Certificated Teaching Assignments

9.5.1. Approval of 8th Grade Math Teacher to be assigned to teach math under a Limited Assignment Option under Education Code 44256(b) which allows the holder of a Multiple Subject or Standard Elementary Teaching Credential to be assigned to teach classes in grades 5-8 in a middle school if they meet specific unit requirements of the subject taught. Action of the governing board and teacher consent is required.

9.5.2. Approval of 7/8 Grade ELA Teacher to be assigned to teach English Language Arts under a Limited Assignment Option under Education Code 44256(b) which allows the holder of a Multiple Subject or Standard Elementary Teaching Credential to be assigned to teach classes in grades 5-8 in a middle school if they meet specific unit requirements of the subject taught. Action of the governing board and teacher consent is required.

MSA Aum/Schaeffer (4/0) to approve the teaching assignment authorizations.

9.6. Board Policies, Bylaws and Administrative Regulations (information only)

9.6.1. BB 9150: Student Board Members (board bylaws)

9.6.2. BB 9250: Remuneration, Reimbursement, and Other Benefits (board bylaws)

The Board will bring these as first reading in November.

10. FUTURE AGENDA ITEMS

CAASPP, AE Week Trips, School Site Safety Plans, Inter-district Transfer Report.

11. ADJOURNMENT

The next regular Board meeting is scheduled for **November 20, 2025 at the Mendocino High School.**

The meeting was adjourned at 5:52 PM.

MUSD Deferred Maintenance Budget

	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	Running Total
Beginning Balance	131,604.94	69,088.00	82,900.21	67,481.73	90,468.05	91,403.38	225,699.30	192,235.18	135,770.81	46,565.92	71,565.92	96,565.92	121,565.92	
Annual Deposit	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00	150,000.00	0.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	675,000.00
Other Rev Interest, Reimb GF, Ins payout)					547.83	25,548.65	34,510.44	5,308.51						65,915.43
Total Def Maint	-137,516.94	-61,661.82	-90,689.05	-51,722.82	-74,612.50	-41,252.73	-67,974.56	-111,822.88	-139,154.89	-25,000.00	-25,000.00	-25,000.00	-25,000.00	-801,408.19
Ending Balance	69,088.00	82,900.21	67,481.73	90,468.05	91,403.38	225,699.30	192,235.18	135,770.81	46,565.92	71,565.92	96,565.92	121,565.92	146,565.92	

SITES

	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	Running Total
HS	-91,758.65	-4,905.73	-37,650.00	-950.00	0.00	0.00	-32,725.84	-11,457.88	-41,874.04	0.00	0.00	0.00	0.00	-221,322.14
X8	-42,891.10	-20,170.00	-1,239.13	-50,772.82	-47,225.00	-30,905.36	-1,423.72	-49,889.00	-43,290.00	0.00	0.00	0.00	0.00	-287,806.13
Albion	0.00	0.00	-5,618.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-5,618.00
Comptche	-202.92	-1,410.00	-33,441.92	0.00	0.00	0.00	0.00	0.00	-8,000.00	0.00	0.00	0.00	0.00	-43,054.84
Elk	0.00	-9,555.00	-12,740.00	0.00	-577.41	0.00	-33,825.00	0.00	-19,060.00	0.00	0.00	0.00	0.00	-75,757.41
CCM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Friendship Park	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MCN	0.00	-7,900.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-7,900.00
District Office, Maintenance, Bus Barn	-2,664.27	-17,721.09	0.00	0.00	-26,810.09	0.00	0.00	0.00	-26,930.85	-25,000.00	-25,000.00	-25,000.00	-25,000.00	-99,126.30
Equipment	0.00	0.00	0.00	0.00	0.00	-10,347.37	0.00	-50,476.00	0.00	0.00	0.00	0.00	0.00	-60,823.37

High School

Project	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	Running Total
Football field terracing														0.00
Bleacher Repairs			-6,150.00											-6,150.00
U PAC Lighting		-380.73												-380.73
Tree Clean Up								-2,106.00	-24,491.70	tree work PAC				-26,597.70
Elevator Repair							-14,381							-14,381.00
HS Sign								-2,200.00						-2,200.00
Bells/Lockdown Tones, PA Emergency Alert								-535.06						-535.06
North Cypress Trees Football field	-9,570													-9,570.00
New Furnace, Wood Shop	-3,346.00													-3,346.00
Security Cameras (PLANNED)	-1,523.80													-1,523.80
HS Roof Repair	-72,093	-340												-72,433.43
HS Kitchen Fire Suppression Upgrade	-4,898													-4,898.06
Seal Coat Parking Lots														0.00
Repair Recycled Water Tank			-31,500.00											-31,500.00
Upper Fuel Tank Paint	-327.36													-327.36
PAC/Band Exterior Paint														0.00
U Heat System Assessment		-3,000.00												-3,000.00
U Water Leak Repair, pressure reducer		-1,185.00												-1,185.00
Tennis Court Repairs				-950.00					-2,516.34	tree work				-3,466.34
Gym Floor Resurfacing									-9,870.00					-9,870.00
Fire Alarm Repair									-4,996.00					-4,996.00
Environmental Services														-16,344.84
Carpet														-6,616.82
														0.00
														0.00
Total/Year	-91,758.65	-4,905.73	-37,650.00	-950.00	0.00	0.00	-32,725.84	-11,457.88	-41,874.04	0.00	0.00	0.00	0.00	-221,322.14

K-8

Project	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	Running Total
Security Cameras				-11,071.82		-30,905.36								-41,977.18
Generator	-3,505													-3,505.11
Small Playground Structure	-39,386													-39,385.99
Seal Coat, Paint Asphalt		-20,170.00		-39,701.00										-59,871.00
Metal Repaint			-1,239.13											-1,239.13
Playground Repair							-1,424							-1,423.72
Replace Playground														0.00
Clean Roofs/Solar Panels														0.00
Fuel Tank Removal									-43,290.00					-43,290.00
Gym Roof Repairs														0.00
Intercom/Bell System					-47,225.00									-47,225.00
K8 Lighting Retrofit								-49,889.00						-49,889.00
														0.00
														0.00
Total/Year	-42,891.10	-20,170.00	-1,239.13	-50,772.82	-47,225.00	-30,905.36	-1,424	-49,889.00	-43,290.00	0.00	0.00	0.00	0.00	-287,806.13

Albion

Project	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	Running Total
Exterior Paint														0.00
Flooring Repair			-4,343.00											-4,343.00
U Leach Field Eval, Repair			-1,275.00											-1,275.00
Seal Coat Asphalt														0.00
														0.00
Total/Year	0.00	0.00	-5,618.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-5,618.00

Comptche

Project	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	Running Total
Trail To Playground (something missing)	-202.92													-202.92
Water Tank Roof		-1,410												-1,410.00
Front Stairs Repair			-15,841.92											-15,841.92
SE/NE Rot Repair			-17,600.00											-17,600.00
Exterior Stain (In House)														0.00
Re-Finish MP Room Floor (In House)									-8,000.00					-8,000.00
Seal Coat Parking Lot														0.00
														0.00
														0.00
Total/Year	-202.92	-1,410.00	-33,441.92	0.00	0.00	0.00	0	0.00	-8,000.00	0				-43,054.84

Project	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	Running Total
Pre School					-577									-577.41
MP Room Roof							-33,825							-33,825.00
Water Leak/Line Replace, Meter-Building		-9,555												-9,555.00
Interior Class Room Paint			-12,740											-12,740.00
Seal Coat Asphalt														0.00
Roof Clean/Zinc Strip									-19,060.00					-19,060.00
Septic System Repair														0.00
														0.00
Total/Year	0.00	-9,555.00	-12,740.00	0.00	-577.41	0.00	-33,825	0.00	-19,060.00	0.00	0.00	0.00	0.00	-75,757.41

[illegible][illegible][illegible]

District Office, Maintenance, Bus Barn, Misc.

Project	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	Running Total
Fire Line Payback														0.00
Misc.														0.00
Hazmat Inventory														0.00
D.O. Flat Roof Replace														0.00
Water Leak Detection														0.00
D.O. Mold														0.00
MCCSD Engineer														0.00
State Mandated Water System Upgrades	-2,500.00													-2,500.00
AED's									-1,930.85					-1,930.85
Bus Barn Drainage														0.00
Maint Yard Emergency Tree Removal														0.00
Adj.	2420.64													2,420.64
Bus Barn Roofing, Siding, Repairs														0.00
District Office Stain/Siding Replace														0.00
U Fuel Tank Bollards		-4,900.00												0.00
U Bus Barn Automatic Doors	-2584.91	-9,966												-4,900.00
U Maint Well Pump Replace		-1,131												-12,550.91
Road Signs, Custom		-1,678												-1,131.00
Plumbing Parts		-46												-1,678.10
Fuel Tanks Replace														-45.99
Unplanned														0.00
Drinking Water Plan Review Fees					-26,810.09				-25,000.00	-25,000.00	-25,000.00	-25,000.00	-25,000.00	-50,000.00
														-26,810.09
														0.00
Total/Year	-2,664.27	-17,721.09	0.00	0.00	-26,810.09	0.00	0	0.00	-26,930.85	-25,000.00	-25,000.00	-25,000.00	-25,000.00	-99,126.30

Equipment

Description	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	Running Total
Dump Trailer														0.00
Commercial Mower														0.00
Maintenance Truck								-50,476.00						-50,476.00
Floor Burnisher						-10,347.37								-10,347.37
														0.00
Total/Year	0.00	0.00	0.00	0.00	0.00	-10,347.37	0	-50,476.00	0.00	0	0	0	0	-60,823.37



College & Career Readiness Programs

MENDOCINO HIGH SCHOOL
PRINCIPAL TOBIN HAHN

Overview



COMPREHENSIVE
COLLEGE-PREPARATORY
PROGRAM



CAREER PATHWAY AND
DUAL ENROLLMENT
OPTIONS



COLLEGE AND CAREER
READINESS
CURRICULUM



ACADEMIC ADVISING
AND SUPPORT SERVICES



COMPREHENSIVE COLLEGE-PREPARATORY PROGRAM

<div>◀ 2023-24 2024-25 ✓ 2025-26</div> <div>Print 2025-26 Course List (pdf)</div>		
Course	Discipline	Learning Environment
<div><div>A</div> History / Social Science 2 years required ?</div>		
▼ Acellus US Government and Civics	Civics / American Government	Online
▼ Civics	Civics / American Government	Classroom-based
▼ Modern American History	U.S. History	Classroom-based
▼ Modern American History (H)	U.S. History	Classroom-based
▼ Modern World History	World History / Cultures / Historical Geography	Classroom-based

A-G Classes

ALMOST ALL CLASSES SATISFY A-G REQUIREMENTS

Advanced Placement (AP) Courses

English Literature

English Language

Environmental Science

Calculus AB

Studio Art



CAREER PATHWAY AND DUAL
ENROLLMENT OPTIONS

Career Technical Education (CTE)

Hands-on career pathways and industry exposure

- Media Arts
- Woodworking
- Culinary Arts
- Engineering Technology
- Visual Arts
- Plant and Soil Science



Pathway completers earn recognition cords at graduation

Dual Enrollment – Early College Program

College credits earned while in high school

CalGETC (UC, CSU transferrable):

- Public Speaking
- Cultural Anthropology, Physical Anthropology
- Art Appreciation
- Women in History, Native American History
- Statistics, Math for Liberal Arts

Career pathways:

- Work Experience Education (CSU)
- Career Planning Success (CSU)
- Woodworking pathway
- Patient Care Pathway: Medical Terminology (CSU), First Aid/Emergency/CPR (CSU,UC)





COLLEGE AND CAREER READINESS CURRICULUM

College and Career Planning Curriculum



9th grade Life Choices class

Focus on

- Who am I?
- What do I want?
- How do I get it?

10th-12th grade Follow-up Modules

9th Grade – Life Choices Class

Unit 1: Self-Discovery –

- Personality assessments, vision board

Unit 2: Career Research –

- Career aptitude tests, explore 3 careers

Unit 3: Postsecondary Education Research –

- Pathways and programs

Unit 4: Employable Skills –

- Soft skills, Resume, job application, mock interviews

Final Project: My Plan for the Future

10th Grade Follow-Up Modules

GFSF 10.1: High-Demand Career Research

GFSF 10.2: Postsecondary Education Affordability

GFSF 10.3: College Admissions Planning

GFSF 10.4: My Plan for the Future Update



11th Grade Follow-Up Modules

GFSF 11.1: STEM Career Research

GFSF 11.2: Major/Trade Exploration

GFSF 11.3: Postsecondary Education Decision-Making

GFSF 11.4: My Plan for the Future Update



12th Grade Follow-Up Modules

GFSF 12.1: Postsecondary Education Planning

GFSF 12.2: My Plan for the Future

GFSF 12.3: Post-High School Budget

GFSF 12.4: Senior Exit Interview



Personal Success Period

Twice per week on master schedule

Ongoing academic and college planning support

Academic mentoring, intervention and enrichment



California Colleges Guidance Initiative

Online college and career planning platform

Tracks A–G progress and college applications

Supports CSU, UC applications

Supports FAFSA or California Dream Act applications



CALIFORNIA
COLLEGES .edu
DISCOVER. PLAN. LAUNCH.



College Day Visits

Visit Coast Center for
College Day

Visit Ukiah MC Campus
for College and
University Day (25
Colleges including UC,
CSUs, privates and out
of state schools)

Trips to Humboldt, SRJC
etc.



Alternative Education Week

College tours

Career exploration through field trips and projects

Hands-on career exposure and learning experiences
including job-shadowing opportunities

College Entrance Preparation



SAT, ACT, and PSAT testing support

AP exam opportunities to earn college credit

College essay support in English classes



ACADEMIC ADVISING AND
SUPPORT SERVICES

Academic Counseling

All students get an advisor meeting in August to review college and career plans and course schedules

9th Grade:

Go over college systems in Life Choices classes

Introduce students to Dual Enrollment



Academic Counseling

Seniors:

Individualized Senior Meetings

Parent workshops

Application and FAFSA support

Student weekly workshops during school



Scholarships & Financial Aid

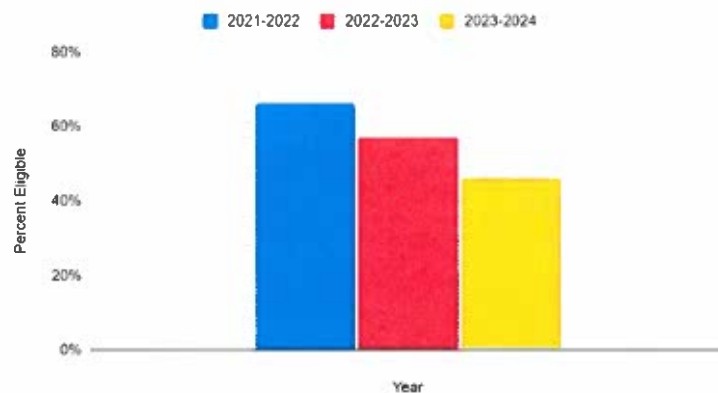
Annual Financial Aid Night for families

FAFSA and college application support



Local scholarship support

Data

A-G Eligibility Rate

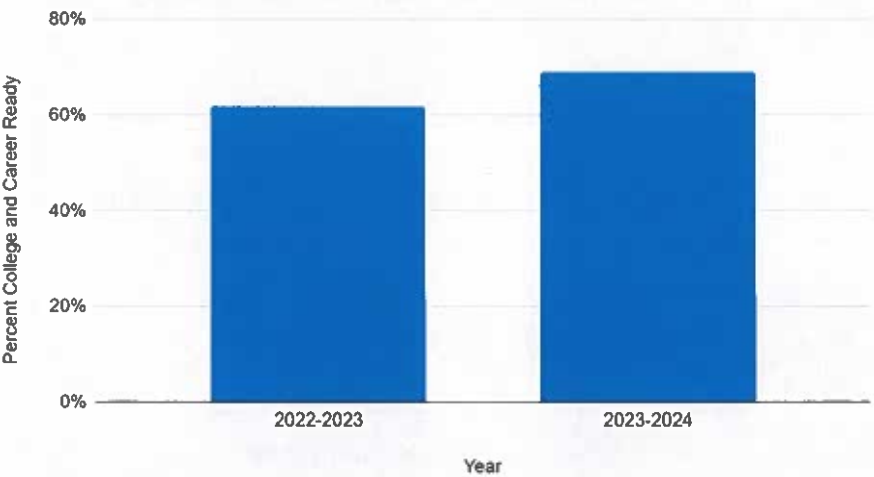


Data

A-G Rate by Student Group					
	2021-2022	2022-2023	2023-2024	2024-2025	Trend
English Learners					
Long-Term English Learners					
Students with Disabilities					
Socioeconomically Disadvantaged	53%	52%	46%		
Students Experiencing Homelessness					
Foster Youth					
African-American					
American Indian/Native Alaskan					
Asian					
Filipino					
Hispanic/Latino			27%		
Native Hawaiian/Pacific Islander					
Two or more Races					
White	71%	65%	50%		

Data

CCI Indicator of College and Career Readiness



End

AI in the Workforce

To remain competitive, workers will need to adapt by learning new skills, particularly those that complement AI, such as **critical thinking**, **creativity**, and **digital fluency**.

Next Steps:

We do critical thinking and creativity.

We are working on adding an AI readiness and fluency component and have adopted the AI Education Project “AI Readiness Framework.”





Domain 1: Know Your Basics (AI Literacy)

Competency	Grades K-5	Grades 6-8 (Includes all previous skills)	Grades 9-12 (Includes all previous skills)
a. Recognize AI Systems	<p>Recognize and ask questions about AI and non-AI in familiar technologies (e.g., smart speakers, NPCs in games)</p> <ul style="list-style-type: none"> • Define AI • Describe responsible use of AI and non-AI tools • Identify and discuss types of identity data (e.g., name, address) and their importance in different contexts, including AI-powered tools 	<p>Use and critically compare outputs of age-appropriate AI tools and applications</p> <ul style="list-style-type: none"> • Recognize and assess the appropriateness and effectiveness of AI applications in various contexts, considering factors such as problem complexity, data availability, and potential risks and benefits • "Identify how personal information is being collected, used, and shared;" (Digital Promise, 2024) know how to effectively manage/delete data collecting • Identify what datasets were used to train an AI model and what AI models and methods were used to develop a tool 	<p>Evaluate AI systems for specific tasks, considering efficiency, ethics, and societal impact.</p> <ul style="list-style-type: none"> • "Responsibly engage in the consumption, creation, or sharing of AI-enabled products, including ethical sourcing and citation" (Digital Promise, 2024) • "Identify how personal information is being collected, used, and shared;" (Digital Promise, 2024) know how to effectively manage/delete data collecting • Critically evaluate what datasets were used to train an AI model and what AI models and methods were used to develop a tool

Mendocino Unified School District
2025-26 Combined General Fund Budget Change Report
November 2025

		October View 10/7/2023	November View 11/14/2023	Change	
REVENUES:		data as of:			
REVENUE LIMIT SOURCES					
8011	State Aid - Current Year	1,647,831	1,647,831	-	
8012	Education Protection Account	78,974	78,974	-	
8019	EPA Prior Year Adjustment	-	-	-	
8021	Homeowners' Exemptions Tax	35,652	35,652	-	
8022	Timber Yield Tax	120,000	120,000	-	
8029	Other Subventions/In-Lieu Taxes	-	-	-	
8041	Secured Roll Taxes	6,722,365	6,722,365	-	
8042	Unsecured Taxes	165,000	165,000	-	
8043	Prior Years' Taxes	5,000	5,000	-	
8044	Supplemental Taxes	-	-	-	
8091	Revenue Limit Transfers (Def Maint Trf)	(50,000)	(50,000)	-	
Total Revenue Limit Sources		8,724,822	8,724,822	-	
FEDERAL REVENUES					
8181	Special Education Entitlement	96,632	101,518	4,886	PY- Sped Pvt Schl carryover
8182	Discretionary Grants	7,284	7,284	-	
8285	Interagency Contracts between LEAs	-	-	-	
8290	All other Federal Revenue	301,328	305,355	4,027	PY T1 c/o; REAP update
Total Federal Revenues		405,244	414,157	8,913	
OTHER STATE REVENUES					
8311	Other St. Apportionments Current Yr.	-	-	-	
8520	State Nutrition KIT Grant	-	-	-	
8550	Mandated Cost Reimbursements	18,400	18,400	-	
8560	State Lottery Revenue	108,672	108,672	-	
8590	All Other State Revenue	690,496	825,463	134,967	Student Support, PD
Total Other State Revenues		817,568	952,535	134,967	Discretionary BG +\$121.3k,
OTHER LOCAL REVENUES					CTEIG PY c/o +\$12.5k,
8622	Non-Ad Valorem Taxes	91,350	91,350	-	Ethnic Studies PY c/o +\$1.2k
8631	Sale of Equipment & Supplies	-	-	-	
8650	Leases and Rentals	11,900	11,900	-	
8660	Interest	20,000	20,000	-	
8662	Net Increase in Fair Value Investment	-	-	-	
8675	Transport. Fees from Individuals	-	-	-	
8677	Transportation & Interagency Services	12,700	12,700	-	
8689	Other Fees and Contracts	1,200	1,200	-	
8699	All Other Local Revenue	98,500	153,484	54,984	Insurance pmt bus loss
8792	Transfer of Apportionment from COE	290,240	290,240	-	
Total Other Local Revenues		525,890	580,874	54,984	
TOTAL REVENUES		10,473,524	10,672,388	198,864	

October November
View View
data as of: 10/7/2023 11/14/2023 Change

EXPENDITURES:

CERTIFICATED SALARIES					
1100	Teachers' Salaries	3,276,899	3,276,899	-	
1200	Pupil Support Salaries	291,502	291,502	-	
1300	Supervisors' and Admin Salaries	443,268	443,268	-	
1900	Other Certificated Salaries	2,400	2,400	-	
Total Certificated Salaries		4,014,069	4,014,069	-	
CLASSIFIED SALARIES					
2100	Instructional Aides' Salaries	532,557	532,557	-	
2200	Support Salaries	683,532	683,532	-	
2300	Supervisors' and Admin Salaries	353,155	353,155	-	
2400	Clerical and Office Salaries	399,446	399,446	-	
2900	Other Classified Salaries	15,748	15,748	-	
Total Classified Salaries		1,984,438	1,984,438	-	
EMPLOYEE BENEFITS					
310X	STRS	1,094,460	1,094,460	-	
320X	PERS	522,267	522,267	-	
33XX	OASDI/Medicare	210,027	210,027	-	
340X	Health & Welfare Benefits	784,952	784,952	-	
350X	Unemployment Insurance	2,998	2,998	-	
360X	Workers' Compensation	207,441	207,441	-	
370X	Other Post-Employment Benefits	30,971	30,971	-	
390X	Other Benefits (Ret. Inc. & Board bene.)	34,023	34,023	-	
Total Employee Benefits		2,887,138	2,887,138	-	
BOOKS AND SUPPLIES					
4100	Approved Textbooks & Core Materials	50,318	50,318	-	
4200	Books & Other Reference Materials	-	-	-	
4300	Materials and Supplies	346,854	346,854	-	
4400	Noncapitalized Equipment	54,567	56,067	1,500	Add'l K8 Classroom Furniture
Total Books and Supplies		451,739	453,239	1,500	
SERVICES, OTHER OPERATING EXPENSES					
5100	Subagreements for Services	20,000	20,000	-	
5200	Travel & Conference	93,220	93,220	-	
5300	Dues and Memberships	19,850	19,850	-	
5450	Insurance	195,725	195,725	-	
5500	Operation & Housekeeping Services	483,400	484,400	1,000	
5600	Rentals, Leases, Repairs, Improvmnts	48,280	48,280	-	
5700		-	-	-	MCOE SPED MOU +\$53.8k;
5800	Consulting Svcs and Op Expenses	635,461	698,600	63,139	GAMUT +\$9.3k
5900	Communications	22,500	30,870	8,370	MCN Digital Phones
Total Services and Other Operating Expenses		1,518,436	1,590,944	72,509	
CAPITAL OUTLAY					
6100	Land	42,000	42,000	-	Transportation Van to
6400	Equipment / Equipment Replacement	-	60,893	60,893	Replace bus loss - insurance
Total Capital Outlay		42,000	102,893	60,893	funds used

7142	County Operated ADA	-	-	-
7299	All Other Transfer Out to All Other	-	-	-
7300-7399	Transfer of Indirect Costs	(6,000)	(6,000)	-
7439	Debt Service - Principal & Interest	-	-	-
Total Other Outgo		(6,000)	(6,000)	-
TOTAL EXPENDITURES		10,891,820	11,026,721	134,901
				-
OTHER FINANCING SOURCES AND USES				-
8919	Transfer In from MCN Fund	-		-
7611	Transfer Out to State Preschool Fund	(59,939)	(59,939)	-
7616	Transfer Out to Cafeteria	(90,794)	(90,794)	-
7619	Transfer Out to MCN - telecom			-
TOT. OTHER FINANCING SOURCES & USES		(150,733)	(150,733)	-
				-
NET INCREASE (DECR) IN FUND BALANCE		(569,029)	(505,066)	63,963

FUND BALANCE, RESERVES				-	
Beginning Fund Balance		2,984,522	2,984,522	-	
Ending Fund Balance		2,415,493	2,479,456	63,963	
					Restricted Balances (\$000)
COMPONENTS OF ENDING FUND BALANCE					
9711	Revolving Cash	10,000	10,000	-	ELOP 74.0
9740	Restricted Balances	513,855	652,654	138,800	Title I 19.6
9789	Designated for Econ Uncertainty	441,702	447,098	5,396	Lottery Inst Mat'l c/o 61.7
9780	Other Designations:			-	SPED Early Intervention PS 19.6
9780	SLIP/LUMP/Site Accts	70,592	70,592	-	Student Suppt, PD Discr BG 115.4
		-	-	-	Prop 28 Art/Music (5.7)
9790	General (Undesignated) Reserve	1,379,344	1,299,111	(80,233)	KIT Grant 12.4
					Dual Enrollment 164.8
					- Learning Recovery BG 119.3
					- Other Restricted State 15.7
					- Clay Craig Grant 8.8
					- MediCal Reimb 1.0
					- FMV 17.3
					- Other Restricted Local 28.7
		70,592.19	70,592.19	-	652.6
9780 Other Designations:					
Locally Defined (Site Accts)		44,933.83	44,933.83		
SLIP/LUMP		25,658.36	25,658.36		
Lottery - Unrestricted					

MENDOCINO MIDDLE SCHOOL
STUDENT BODY ACCOUNT
2025-26 MONTHLY SUMMARY
PERIOD: OCTOBER 2025

DESCRIPTION	Beginning Balance	Income	Expenses	Ending Balance
6-8 Boys Free Throw	\$ -			\$ -
6-8 Girls Free Throw	\$ -			\$ -
6th Grade	\$ 4,577.60			\$ 4,577.60
7-8 Boy's BB	\$ 4,694.89			\$ 4,694.89
7-8 Girl's BB	\$ 3,070.20			\$ 3,070.20
7th Grade Class	\$ 2,163.51			\$ 2,163.51
8th Grade Class	\$ 4,671.71			\$ 4,671.71
8th Grade Trip	\$ (0.40)			\$ (0.40)
Art Fund	\$ 3,891.81	\$30.00	\$43.60	\$ 3,878.21
Athletics	\$ 1,632.95		\$78.31	\$ 1,554.64
AVID	\$ -			\$ -
Chess Club	\$ -			\$ -
Chorus	\$ -			\$ -
Cooking Club	\$ 250.48			\$ 250.48
Film Club	\$ 81.52			\$ 81.52
Grad Dance	\$ 24.40			\$ 24.40
Leadership	\$ 170.03			\$ 170.03
Maker Faire	\$ -			\$ -
MMS Dance	\$ -			\$ -
Outdoor Survival	\$ -			\$ -
PE Fund	\$ -			\$ -
School Supplies	\$ 40.07			\$ 40.07
Science	\$ 282.31			\$ 282.31
Soccer	\$ 328.28			\$ 328.28
Student Council	\$ 1,422.09	\$1.82		\$ 1,423.91
Volleyball	\$ 11,403.40	\$1,145.50	\$1,022.70	\$ 11,526.20
Woodlands	\$ 1,759.80			\$ 1,759.80
Yearbook	\$ 2,174.27			\$ 2,174.27
Yearend Activities	\$ -			\$ -
TOTAL	\$ 42,638.92	\$1,177.32	\$1,144.61	\$ 42,671.63

\$ 42,671.63

\$ - DIF

**MENDOCINO HIGH SCHOOL
STUDENT BODY ACCOUNT
2025-26 MONTHLY SUMMARY
PERIOD: OCTOBER 2025**

	DESCRIPTION	Begin Balance	Income	Expenses	Ending Balance
GENERAL FUNDS					
	AP Exams	43.00			43.00
	Athletic Travel/Requests	1703.26			1703.26
	Athletics - Officials only	4305.30			4305.30
	CTE Art	1749.84			1749.84
	CTE Media	200.00			200.00
	CTE Woodshop	1865.73			1865.73
	Facilities (key dep)	3038.16			3038.16
	Library	96.20	15.00		111.20
	MCHS General	2258.37	820.00	626.81	2451.56
	MCHS Outdoor Leadership	493.15			493.15
	MCHS Yearbook	70.00			70.00
	PACT Testing	525.00			525.00
	PE Shirts	200.00			200.00
	PSAT/SAT workbooks	1485.00			1485.00
	Request (donations/interest)	431.69	3.50		435.19
	Sober Grad	2164.49			2164.49
	Skate Ramp Fund	500.87			500.87
	SONAR	4236.34			4236.34
	Store	160.33			160.33
	Student Council	879.78	364.00		1243.78
	Youth Prevention	92.50			92.50
CLASSES					
	Class of 25	2000.18			2000.18
	Class of 26	6175.91		164.00	6011.91
	Class of 27	662.11	1834.92	200.00	2297.03
	Class of 28	0.00			0.00
	Class of 29				
SPORTS - GENERAL		501.85			501.85
FALL SPORTS					
	Boys Soccer	705.99		489.85	216.14
	Girls Soccer	335.86			335.86
	Volleyball	1606.80	200.00	250.00	1556.80
WINTER SPORTS					
	Boys Basketball	5883.98			5883.98
	Girls Basketball	5677.45			5677.45
SPRING SPORTS					
	Baseball	500.00			500.00
	Golf	1000.00			1000.00
	Swim Team	283.00			283.00

	Tennis	64.97			64.97
	Track	0.00			0.00
CLUB					
	CLUBS - GENERAL	716.49			716.49
	Body Positive	0.00			0.00
	CSF	224.64			224.64
	Culinary	4619.54			4619.54
	Electronics	1226.69			1226.69
	Farm2Table	135.00			135.00
	Horticulture/Botany Club	652.07			652.07
	Improv club	1776.76			1776.76
	Interact Club	5024.33			5024.33
	Leadership	56.44			56.44
	Model U.N.	-1918.05	344.50		-1573.55
	Multi-Cultural Club	305.00			305.00
	Radio	2914.90	30.72		2945.62
	Science Club	272.62			272.62
	Spectrum	80.00			80.00
	Yearbook	5102.26			5102.26
	Yoga Club	0.00			0.00
A/E WEEK					
	AE WEEK - GENERAL	544.64			544.64
	AE WEEK Art Center	25.00			25.00
	AE WEEK Ashland	2.30			2.30
	AE WEEK Biking	146.93			146.93
	AE WEEK Climbing	506.01			506.01
	AE WEEK Coastal Adventures	-15.00			-15.00
	AE WEEK College Tours	195.83			195.83
	AE WEEK Creative Writing	0.00			0.00
	AE WEEK Drivers Ed Class	300.00			300.00
	AW WEEK E-Lab	45.00			45.00
	AE WEEK First Responder Academy	1856.29			1856.29
	AE WEEK Media Film	0.00			0.00
	AE WEEK Oaxaca	0.00			0.00
	AE WEEK Think Global	156.80			156.80
	AE WEEK Top Sail	0.00			0.00
	AW WEEK Woodworking	0.00			0.00
	AE WEEK Yosemite Institute	3166.15		108.78	3057.37
TO BE REFUNDED		-97.00			-97.00
TOTAL		79918.75	3612.64	1839.44	81691.95

Emergency Operations Plan for Mendocino Unified School District

October **2025-26**



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Introduction

A. PURPOSE: This Emergency Plan addresses the Mendocino Unified School District's planned response to emergency situations associated with natural disasters, technological incidents, and national defense operations. The plan may apply to day-to-day emergencies and the well established and routine procedures used in coping with these minor instances. The operational concepts reflected in this plan focus on potential large-scale disasters which can generate unique situations requiring unusual responses. Such disasters pose threats to life and property or can impact the well-being of a large number of people.

B. DESIGN: The Emergency Plan is designed as closely as possible to daily procedures to avoid the necessity of learning all new functions during the start of a chaotic situation. It does comply with current State Laws which require the use of the Standardized Emergency Management System (SEMS) and the Incident Command System (ICS).

C. USE: This document is intended for use BEFORE disaster strikes so that all responding personnel are prepared - thus avoiding confusion and the loss of precious time. The manual should also be used during an event for guidance and reference.

D. ACTIVATION: This plan can be activated at any time by a supervisor at any level. The scale of activation is solely dependent upon the size of the incident. Other specific instances include:

1. On the order of the official designated by ordinance or rule, providing for the existence or threatened existence of a LOCAL EMERGENCY.
2. When the Governor of the State of California has proclaimed a STATE OF EMERGENCY in an area including this jurisdiction.
3. Automatically on the proclamation of a STATE OF WAR EMERGENCY as defined by the California Emergency Services Act.
4. By a Presidential declaration of a NATIONAL EMERGENCY.
5. Automatically on receipt of an attack warning or the observation of a nuclear detonation.

Safety Committee

2025-26 SAFETY COMMITTEE MEMBERS

Jason Morse	Superintendent / District Safety Director/Maintenance Supervisor
Erin Placido	Executive Assistant/Human Resources
Kim Humrichouse	K-8 Principal
Tobin Hahn	9-12 Principal
Meg Kailikole	District Business Manager
Ceil McDonell	Transportation Supervisor
Tracy Elo	K-8 Administrative Assistant
Cheri Stornetta Casey	K-8 Administrative Assistant
Kamala Lance	MHS Administrative Assistant/Registrar
Marci Arter	MHS Administrative Assistant/Registrar

Annual Requirements

To Be Completed by June 1 annually (June 1, 2026)

1. Monthly fire drills at each school site Review logs Principal

Signed and dated _____

2. Twice yearly earthquake drills at each school site Review logs Principal

Signed and dated _____

3. Annual review of plan sections by designated commanders and chiefs

Signed and dated Superintendent_____

K-8 Principal_____

9-12 principal_____

K-8 Ops Chief_____

9-12 Ops Chief_____

K-8 Logistics Chief_____

9-12 Logistics Chief_____

Planning Chief_____

Finance Chief_____

4. Annual Review of certifications Superintendent/designee

Signed and dated_____

5. Annual Review of Training Required: Safety Committee
including review of training matrix, preparation of training calendar, set-up and coordination of classes or
exercises, notification of trainees, documentation of training hours

Signed and dated:

Superintendent_____

K-8 Principal_____

9-12 principal_____

Planning Chief_____

Emergency Telephone Numbers

In an **EMERGENCY**, dial 9-1-1 for:

- Fire Department Mendocino (Business: 937-0131; FB 961-2831)
- Sheriff's Department 964-6308
- Highway Patrol 467-1013

American Red Cross, (<i>Santa Rosa</i>).....	<u>577-7600</u>
Animal Regulation, (<i>Fort Bragg office</i>).....	<u>463-4086</u>
CalTrans (<i>Road Closures</i>).....	<u>1-800-427-7623</u>
Fire Department (<i>Mendocino Volunteer</i>)...Emergency.....	<u>911</u>
(<i>Business</i>).....	<u>937-0131</u>
Ham Radio Operators (<i>position currently unfilled</i>).....	
Pacific Gas & Electric Company (<i>Road Closures</i>).....	<u>1-800-743-5002</u>
Police Department (<i>Fort Bragg</i>) (<i>Business</i>)	<u>961-2800</u>
School Insurance Group (<i>Northwest Insurance</i>).....	<u>462-8615</u>
County Department of Emergency Services.....	<u>463-5630</u>
County Office of Education	<u>467-5000</u>
County Sheriff's Department.....	<u>964-6308</u>
Transportation Agency.....	<u>937-2877</u>
Poison Control (<i>24 hr Emergency Hotline</i>).....	<u>800-222-1222</u>

About Emergency Management Systems

Through the years, those agencies responsible for disaster response have come up with several different models for coordinating that response. Although these models differ, they share a common background: The Incident Command System (ICS). As a member of your school's emergency response team, you will need to be familiar with ICS and the emergency management systems used in California.

Incident Command System (ICS) Developed in the 1970's by Southern California Fire Protection Agencies, this system was designed to coordinate multi-jurisdictional response. The beauty of ICS is that it is based upon common terminology and on the division of response activities into five functional units that essentially eliminates the possibility of the duplication of efforts. ICS became the model for the state's system.

Standardized Emergency System (SEMS) Developed in response to the lack of agency and multi-jurisdictional coordination during the Oakland Fires of 1991, SEMS became the state-wide standard for coordinated emergency response. All agencies involved in emergency response are legally required to use SEMS. In fact, the state reimbursement of local costs incurred for emergency response/recovery is tied to the use of SEMS.

National Incident Management System (NIMS) The national government liked what we were doing in California, so they modified it a little and came up with their own system of emergency response. It is a FEMA approved emergency response system and will become the national model. National compliance is expected by 2006. Like SEMS, compliance will be tied to reimbursement for local costs of emergency response and recovery.

SO, WHAT'S A SCHOOL TO DO?

California's schools were issued their marching orders in 1994, when the State passed the Petris Bill. This bill **requires** schools (who are considered to be special districts) to use the SEMS model in planning for, and responding to, school emergencies and disasters.

USING SEMS (AND NIMS) IN YOUR SCHOOL - AN OVERVIEW

Within SEMS (and NIMS), an emergency response organization consists of five Sections:

Management/Command: responsible for policymaking with respect to disaster planning and preparedness and for the overall coordination of emergency response and recovery activities. This section has four team members, the Incident Commander, the Public Information Officer (PIO), the Safety Officer, and the Liaison Officer. In short: they are ***the leaders***.

Planning/Intelligence: responsible for creating the action plans and checklists that will be used by all of the sections during crisis response and recovery. The section is comprised of two teams: the Situation Status Team and the Documentation Team. During an emergency, these teams gather, analyze, disseminate, and record information critical to the functioning of the Management/Command section. Planning/Intelligence are often referred to as ***the thinkers***.

Operations: responsible for response preparedness of the Communications, Search and Rescue, First Aid, Student Release/Staff Accounting, Assembly/Shelter, and Maintenance/Fire Teams. During a disaster, this section directs response activities of all of these teams and coordinates that response with Command/Management. These folks represent ***the doers***.

Logistics: prior to a disaster, this section is in charge of creating a transportation plan, and insuring that there are adequate supplies of food, water, and equipment for crisis response. During an emergency, the section's two teams, the Supplies/Staffing Team and the Transportation Team provide services, personnel, equipment, materials, and facilities, as needed. They are ***the getters***.

Finance/Administration: in charge of creating policy and procedure for documenting costs associated with emergency response. This section has one team, called the Recordkeeping Team. During a disaster they activate contracts with vendors, keep pay records, track receipts, and account for expenditures. Their efforts make it possible for schools to reclaim costs associated with response and recovery activities from the state. They are called ***the payers***.

THE EMERGENCY OPERATIONS CENTER

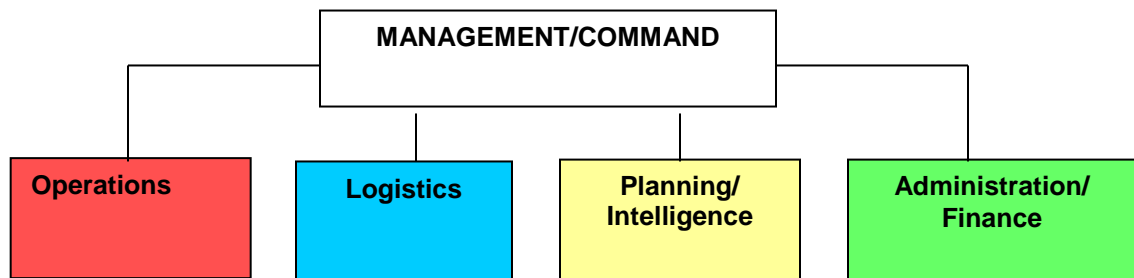
During an emergency, the Management/Command Section gathers together in an area/room to set-up a "command center" also known as the Emergency Operations Center (EOC). In the EOC, the Management Section makes decisions affecting response activities based upon information coming in from the Section Chiefs of the other sections. The organizational chart on the next page outlines the hierarchy in an EOC.

A Word about Unified Command

The control of and response to campus emergencies is the sole responsibility of the school site team *until* first responders arrive. Once they are on campus, incident command transitions to ***“Unified Command.”*** This transition is immediately facilitated by an on-site briefing of first responders by the Management Team and Section Chiefs. Following the initial briefing, the school’s Incident Commander will begin to work closely with representatives of each response agency to plan and carry out response activities.

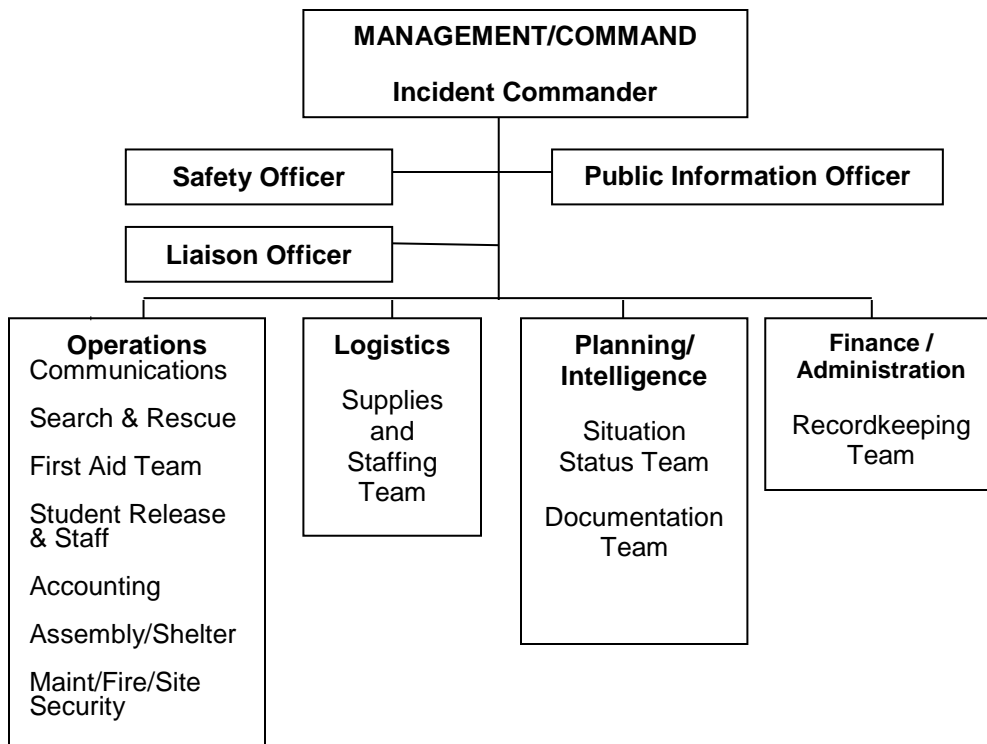
In the EOC, this means that first responder representatives will essentially be running response activities in consultation with the school’s Management Team and Section Chiefs. In the field, Team Leaders and Team Members will work alongside first response teams, *unless* the Incident Commander has deemed it is too dangerous or unsafe for school site teams to continue to participate. *Remember*, first responders are professionals. Work with them and take your cues from them.

EOC Management and the Basic



Divisions of Labor

Each one of the five functions has certain roles and responsibilities during a disaster or school emergency. The Management Division oversees response activities in consultation with the coordinators of the Operations, Logistics, Planning/Intelligence, and



WHAT IS SEMS? (STANDARDIZED EMERGENCY MANAGEMENT SYSTEM)

A standardized approach to emergency management in California using several key concepts:

- 1) A management tool called the Incident Command System (ICS);
- 2) Mutual aid systems in which similar organizations assist each other in emergencies; and
- 3) Multiple agency coordination under which diverse organizations work together and communicate with each other.

WHY USE SEMS?

- To qualify to receive State reimbursement
- To improve coordination between response agencies
- To coordinate flow of information and resources
- To improve mobilization, use and tracking of resources

WHAT ARE THE ELEMENTS OF SEMS?

Key Components:

- **ICS** is a primary component
- Multi-Agency Coordination System
- Master Mutual Aid System
- Operational Areas
- OASIS

There are FIVE levels:

- State Level
- Regional Level (Coastal Region)
- Op Area Level (County)
- School District Level (or Cities)
- School Site Level

WHAT IS NIMS? (NATIONAL INCIDENT MANAGEMENT SYSTEM)

A comprehensive, national approach to incident management that is applicable at all jurisdictional levels and across functional disciplines. The intent is to:

- Be applicable across a full spectrum of potential incidents and hazard scenarios, regardless of size or complexity.
- Use an ALL-HAZARDS approach.
- Improve coordination and cooperation between public and private entities.

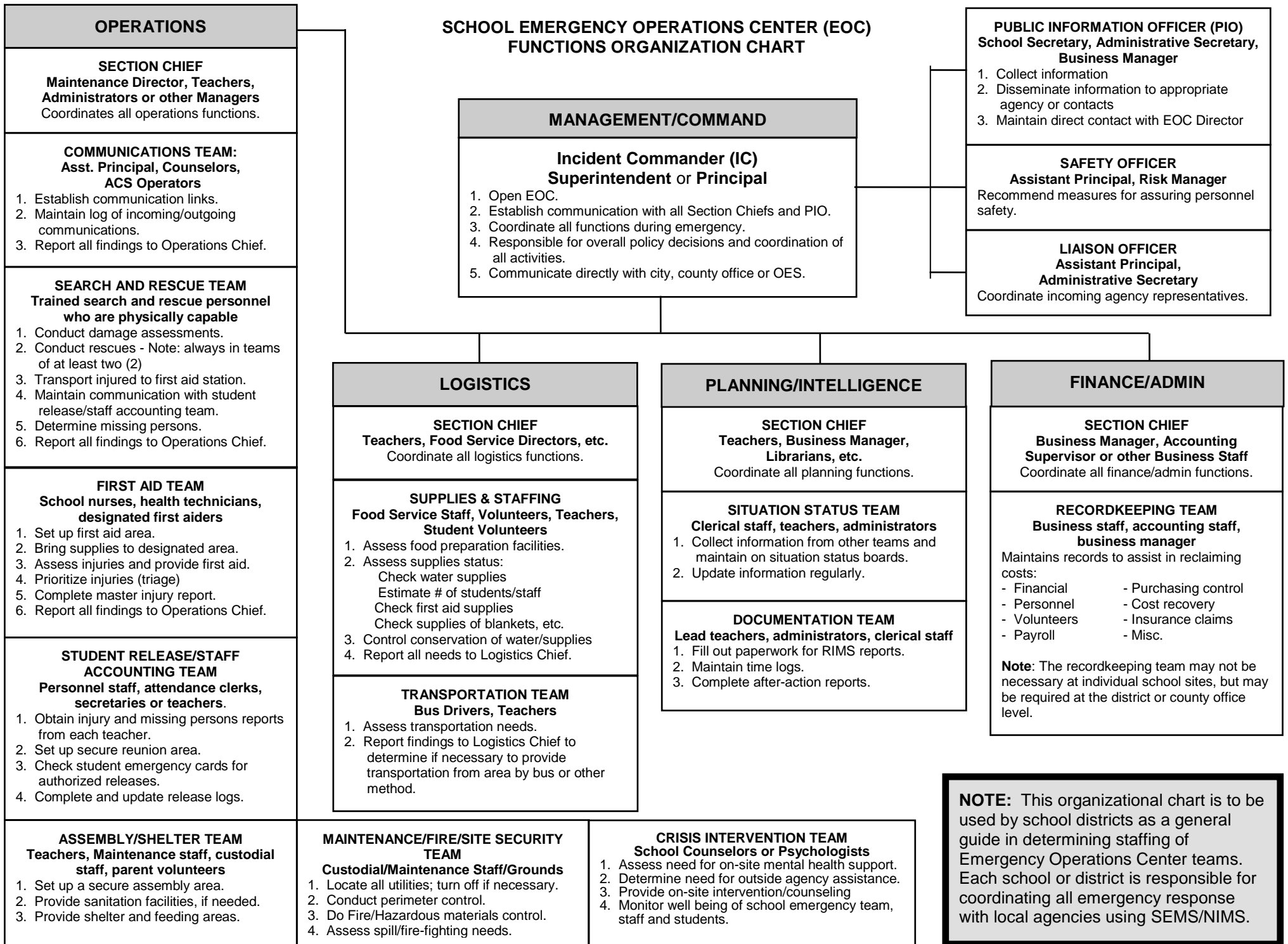
WHY USE NIMS?

- To qualify to receive Federal reimbursement
- To provide a coordinated response
- To standardize domestic incident response that reaches across all levels of government and all response agencies

WHAT ARE THE ELEMENTS OF NIMS?

Key Components:

- Command and Management



MANAGEMENT

INCIDENT COMMANDER:

Kim Humrichouse

ALTERNATE:

Jason Morse

OPERATIONS

Section Chief:

Laura Lucier

Alternate: Megan Perry

Communication Team:

1. * Tracy Elo
2. Cheri Casey

Search & Rescue Team:

1. * John Moran
2. ** Jordan West
3. Mark Oatney
- 4.

First Aid Team:

1. * Laura Lucier
2. Seneca Sluis
3. Taylor Mize
4. Sam Skowron

Student Release/Staff Acting

1. * Megan Perry
2. Chelsy Thompson
3. Sage Andersen
4. Hannah Grinberg

Assembly/Shelter:

1. * Hayley Garibaldi
2. ** Alysia Burke
- 3.

K-8 SCHOOL EMERGENCY OPERATIONS CENTER (EOC) ORGANIZATIONAL CHART

PIO:

Erin Placido

ALTERNATE:

Jason Morse

LOGISTICS

Section Chief:

Cheri Casey

Alternate: Tracy Elo

Staffing and Supplies

1. * Jason Morse
2. ** Diane Price
3. Victor Martinez
4. Fernando Martinez

Transportation Team:

1. * Ceil McDonell
2. Christine Kenton
3. Bonnie Beganovic
4. William Price

Crisis Intervention Team:

1. * Cecilia Jimenez
2. ** Anna Yanez
3. Anna Levy

Maintenance/Fire/Site Security (Reports to Operations)

1. * Jason Morse
2. ** Travis Yolles
3. Victor Martinez
4. Fernando Martinez
5. Kiva Myers
6. Bram Sluis

SAFETY OFFICER:

Jason Morse

ALTERNATE:

Erin Placido

PLANNING/INTELLIGENCE

Section Chief:

Kim Humrichouse

Alternative: Laura Lucier

Situation Status Team:

1. * Erin Placido
2. ** Michele Sheldon
- 3.

Documentation Team:

1. * Tiffany Grant
2. ** Michele Sheldon
- 3.

Student Security:

1. * Edith Hoeper
2. Josh Potter
3. Jessica Drayer
4. Beth Renslow
5. Iana Porter
6. Jesse Meuschke
7. Mimi Sawyer

8. Sasha Blaser
9. Aimee Frederick
10. All instructional/Integrative Aides

LIAISON:

Erin Placido

ALTERNATE:

Meg Kailikole

FINANCE/ADMIN

Section Chief:

Meg Kailikole

Alternate: Jason Morse

Recordkeeping Team:

1. * Erin Placido
2. **
- 3.

Other:

1. *
2. **
- 3.

MANAGEMENT

9-12 SCHOOLS EMERGENCY OPERATIONS CENTER (EOC) ORGANIZATIONAL CHART

INCIDENT COMMANDER:

Tobin Hahn

ALTERNATE:

Jason Morse

PIO:

Erin Placido

ALTERNATE:

Meg Kailikole

SAFETY OFFICER:

Jason Morse

ALTERNATE:

Erin Placido

LIAISON:

Erin Placido

ALTERNATE:

Meg Kailikole

OPERATIONS

Section Chief:

Derek Hutchinson

Alternate: Anna Yanez

Communication Team:

1. * Marshall Brown
2. ** Pam Duncan
3. Matthew Starkweather

Search & Rescue Team:

1. * Alex Fosse
2. James Eastman

First Aid/Medical Team:

1. Noah Gold
2. Lora Barnett-Tuomala

Student Security

- 1.* Sam Stump – lead
2. Meghan Miller
3. Pam Duncan
4. James Gilbert

LOGISTICS

Section Chief:

Marci Arter

Alternate: Derek Hutchinson

Staffing and Supplies

- 1.* Rogelio (Roy) Munoz
- 2.** Hayley Garibaldi
3. Kevin McGrath
- 4.

Transportation Team:

1. * Ceil McDonell - lead
2. Bonnie Beganovic
3. Christine Kenton

Crisis Intervention Team:

1. ** Anny Levy
2. Anna Yanez
3. Cecilia Jimenez

Maintenance/Fire/Site Security (Reports to Operations)

1. * Jason Morse
2. ** Travis Yolles
3. Kiva Myers
4. Bram Sluis

PLANNING/INTELLIGENCE

Section Chief:

Erin Placido

Alternate: Jason Morse

Situation Status Team:

1. *
2. ** Michele Sheldon
3. _____

Documentation Team:

1. *
2. ** Michele Sheldon
3. _____

Student Release/Staff Accounting (Reports to Operations)

1. * Diana Dominguez
2. Erik Rain
- 3.

FINANCE/ADMIN

Section Chief:

Meg Kailikole

Alternate: Jason Morse

Recordkeeping Team:

1. *
2. **
3. _____

Other:

1. * _____
2. ** _____
3. _____

Assembly/Shelter:

(Reports to Operations)

1. * Kamala Lance – lead
2. Tom Sosonvec
3. Pam Duncan
4. Taimi Barty

DISTRICT LEVEL

• Incident Commander

Jason Morse

Superintendent/Principal

Office: 937-5868

Principal Kim Humrichouse Designee 1

Office: 937-0515

Cell:

Principal Tobin Hahn Designee 2

Office: 937-5871

Cell:

Go-Kit Location: District Office

• Public Information Officer

Erin Placido Designee 1

Office: 937-5868

Cell:

Jason Morse Designee 2

Office: 937-5868

Cell:

Go-Kit Location: District Office

• Safety Officer

Jason Morse, Superintendent

Office: 937-5868

Erin Placido Designee 1

Office: 937-5868

Go-Kit Location: District Office

• Liaison Officer

Erin Placido Designee 1

Office: 937-5868

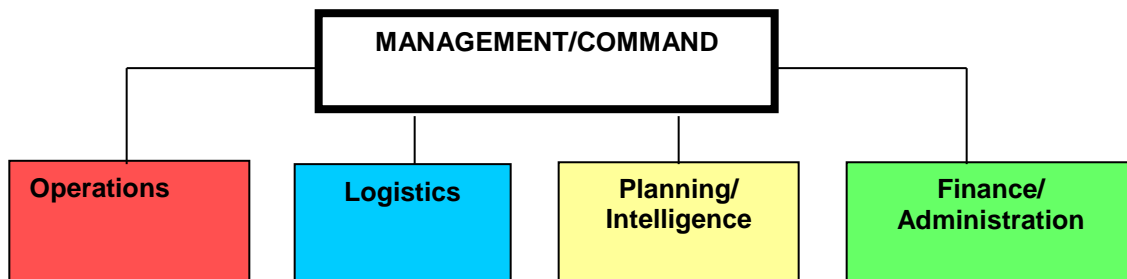
Meg K Designee 2

Office: 937-5868

Go-Kit Location: District Office

MANAGEMENT/COMMAND

During a campus emergency, the Management Team is responsible for coordinating all response activities. This Team is comprised of the Incident Commander, the Public Information Officer, the Safety Officer and the Liaison Officer.



- **INCIDENT COMMANDER (IC)** is responsible for assessing the severity of the incident, establishing management objectives, tracking resource availability, developing and monitoring the response action plan, ensuring proper incident documentation, and assigning/releasing staff as needed.
- **PUBLIC INFORMATION OFFICER (PIO)** acts as the liaison between the school, the media and the public. The PIO must be aware of all incident response activities and is ***the only person*** authorized to speak to the media.
- **SAFETY OFFICER (SO)** is charged with the safety of students, staff, and others on campus during response activities. The SO has the authority to stop any response activity that would create an unsafe situation or put anyone at risk.
- **LIAISON OFFICER (LO)** is the point of contact/coordination between the IC and public agencies and organizations (such as the American Red Cross, or the local utility company) working on campus in support of response activities.

Management Checklist

INCIDENT

The Incident Commander (IC) is the person responsible for the conduct of emergency/disaster operations on-site. The IC's first "job" is to activate the Emergency Operation Center (EOC). During the emergency/disaster, the IC oversees and directs response activities until relieved by an alternate IC, is dismissed by the District Superintendent, or replaced by someone of higher authority (Emergency Response Personnel). While on duty, the IC is charged with ensuring the safety of students, staff, volunteers and campus visitors.

Start-up Actions/Activation

- ☐ Open Go-Kit and put on personal safety equipment
- ☐ Read position description
- ☐ Assess nature and scope of emergency/disaster
- ☐ Determine level of threat to people and facilities
- ☐ Implement emergency/disaster plan appropriate to situation
- ☐ Activate Section Chiefs and team leaders as needed
- ☐ Fill in the "Incident Assignments" form as positions are staffed
- ☐ Make sure you have a back-up or alternate Incident Commander
- ☐ Have your GETS card available

Operational Duties

- ☐ Monitor overall response activities by staying in communication with Section Chiefs
- ☐ Issue regular reports to District Office (DO)
- ☐ Revise incident action plans as situation warrants
- ☐ Initiate Student Release when appropriate (*be sure Student Release Team is set up*)
- ☐ Authorize Public Information Officer (PIO) to release information to the appropriate agencies
- ☐ Assign/re-assign personnel as needed
- ☐ Make sure all staff and volunteers take regular breaks (*including yourself*)

INCIDENT COMMANDER

Closing Down/Deactivation

- ☐ Authorize deactivation of teams as appropriate and ensure that all pending actions will be completed after deactivation
- ☐ Terminate all response activities at the direction of the District Superintendent
- ☐ Initiate recovery operations
- ☐ Direct the return of all equipment and reusable supplies to the Logistics Team
- ☐ Close logs. Direct all logs, reports, and response-related documentation be completed and submitted to the Recordkeeping Team
- ☐ Leave contact information with Documentation Team in case you need to be reached

Go-Kit

- ☐ School Emergency Plan
- ☐ Campus map
- ☐ Staff and student roster
- ☐ Job description clipboard
- ☐ Walkie talkie/FRS
- ☐ AM/FM radio
- ☐ Bullhorn
- ☐ Whistle
- ☐ Pens, pencils, paper and clipboard
- ☐ Disaster response forms
- ☐ Vest and/or ID badge
- ☐ Hard hat/safety equipment

Supplies/Equipment

- ☐ School district radio
- ☐ Table and chairs (*if EOC has to be moved outside*)

Forms

- ☐ School EOC Organizational Chart
- ☐ Section Team Rosters

Management Checklist

PUBLIC

The Public Information Officer (PIO) is the school site's official spokesperson during emergency/disaster operations. The PIO's "job" is to release information about the incident and response activities to the media until the District Office PIO is available.

Start-up Actions/Activation

- ☐ Open Go-Kit and put on personal safety equipment
- ☐ Read position description
- ☐ Meet with IC and Management Team
- ☐ Designate a media reception area (*with IC approval*)
- ☐ Consult with the District PIO (*if available*) to coordinate information release
- ☐ Advise on-site media of time of first press release or press conference
- ☐ Open and maintain position activity and communications log

Operational Duties

- ☐ Keep updated on response activities
- ☐ Schedule regular press conferences
- ☐ Get approval of IC for all press releases/statements (**see Guidelines for Speaking to the Press*)
- ☐ Remind staff and volunteers to refer all questions from parents and/or the media to the PIO
- ☐ Arrange for the translation of announcements and response-related information (*as needed*)
- ☐ Monitor news broadcasts and correct any misinformation as soon as possible
- ☐ Make sure that the IC is aware of all media-related incidents

Closing Down/Deactivation

- ☐ Release PIO staff and volunteers when directed by IC
- ☐ Direct the return of all equipment and reusable supplies to the Logistics Team
- ☐ Close logs. Direct all logs, reports, and response-related documentation be completed and submitted to the Recordkeeping Team
- ☐ Leave contact information with Documentation Team in case you need to be reached

Go-Kit

- ☐ School Emergency Plan
- ☐ Vest and/or ID badge
- ☐ Hard hat/safety equipment
- ☐ AM/FM Radio (w/batteries)
- ☐ Walkie talkie/FRS
- ☐ Clipboard and paper
- ☐ Pens/Sharpies/Dry Erase Markers
- ☐ Scotch tape/masking tape/duct tape
- ☐ Scissors
- ☐ School site maps and regional/neighborhood maps

Supplies/Equipment

- ☐ Newsprint or dry erase board and portable easel
- ☐ "Media Here" Sign

Forms

- ☐ Disaster Public Information Release Worksheet
- ☐ Sample Press Release

Guidelines for Speaking to the Press

When speaking to the press about campus emergencies, it is extremely important to adhere to the following guidelines:

- **READ** all press statements
- **Re-state** the nature of the incident; its cause and time of origin
- **Describe** the size and scope of the incident
- **Report on** the *current* situation
- **Speak about the resources** being utilized in response activities
- **Reassure** the public that everything possible is being done
- **DO NOT release any names**
- **When answering questions** be truthful; but consider the emotional impact the information could have upon listeners
- **Avoid speculation**; do not talk “off the record”
- **Do not use** the phrase “no comment”
- **Set up** press times for updates
- **Control** media location

Management Checklist

The Safety Officer is responsible for ensuring that all response activities are conducted safely.

Start-up Actions/Activation

- ☐ Open Go-Kit and put on personal safety equipment
- ☐ Read position description
- ☐ Meet with IC and Management Team
- ☐ Open and maintain position activity log

Operational Duties

- ☐ Maintain incident records and track response activities
- ☐ Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled
- ☐ Monitor emergency response activities for safe practices
- ☐ Identify and mitigate, to the extent practicable, on-site hazards and un-safe situations
- ☐ Stop or modify any unsafe activities/operations
- ☐ Ensure that school responders are using appropriate safety equipment
- ☐ Anticipate situation/problems before they occur
- ☐ Consider probable situation changes (aftershocks, etc.) and how they will affect response activities
- ☐ Keep the IC apprised of and alert to any potential problems

Closing Down/Deactivation

- ☐ Release Safety staff and volunteers when directed by IC
- ☐ Direct the return of all equipment and reusable supplies to the Logistics Team
- ☐ Close logs. Direct all logs, reports, and response-related documentation be completed and submitted to the Recordkeeping Team
- ☐ Leave contact information with Documentation Team in case you need to be reached

Go-Kit

- ☐ School Emergency Plan
- ☐ Job Description clipboard
- ☐ Vest and/or ID badge
- ☐ Hard hat/safety equipment
- ☐ Pens, paper and clipboard
- ☐ Walkie-talkie/FRS

Management Checklist

The Liaison Officer is the point of contact for outside Agency Representatives offering organizational assistance during school site emergency response. The Liaison Officer coordinates the efforts of these outside agencies while on-site to ensure the proper flow of information.

Start-up Actions/Activation

- ☐ Open Go-Kit and put on personal safety equipment
- ☐ Read position description
- ☐ Meet with the IC and Management Team
- ☐ Open and maintain position activity log

Operational Duties

- ☐ Brief agency representatives on the status of the situation, response priorities, and the incident action plan
- ☐ Ensure the coordination of efforts by keeping the IC informed of agency action plans
- ☐ Provide periodic updates to agency representatives as necessary

Closing Down/Deactivation

- ☐ Release Liaison staff and volunteers when directed by the IC
- ☐ Direct the return of all equipment and reusable supplies to the Logistics Team
- ☐ Close logs. Direct all logs, reports, and response-related documentation be completed and submitted to the Recordkeeping Team
- ☐ Leave contact information with Documentation Team in case you need to be reached

Go-Kit

- ☐ School Emergency Plan
- ☐ Vest and/or ID badge
- ☐ Hard hat/safety equipment
- ☐ Pens, paper and clipboard
- ☐ Walkie talkie/FRS

K- 8 Operations Team Roster

• Section Chief

Laura Lucier Designee 1

Contact Info 937-0515

Contact Info: _____

Contact Info: _____

Megan Perry Designee 2

Contact Info: 937-0515

Contact Info: _____

Contact Info: _____

Go-Kit Location: **site office**

• Communications Team Leader

Cheri Casey Designee 1

Contact Info 937-0564

Contact Info: _____

Tracy Elo Designee 2

Contact Info: 937-0515

Contact Info: _____

Contact Info: _____

Contact Info: _____

Go-Kit Location: **site office**

• Search and Rescue Team Leader

John Moran Designee 1

Contact Info 937-0564

Contact Info: _____

Jordan West Designee 2

Contact Info: 937-0564

Contact Info: _____

Contact Info: _____

Contact Info: _____

Go-Kit Location: **site office**

• First Aid Team Leader

Laura Lucier Designee 1

Contact Info 937-0515

Seneca Sluis Designee 2

Contact Info: 937-0564

Go-Kit Location: **site office**

• Student Release/Staff Accounting Team

Megan Perry Designee 1

Contact Info 937-0564

Contact Info: _____

Chelsy Thompson Designee 2

Contact Info: 937-0564

Contact Info: _____

Contact Info: _____

Contact Info: _____

Go-Kit Location: **site office**

Assembly/Shelter Team Leader

Hayley Garibaldi Designee 1

Contact Info 937-4640

Contact Info: _____

Alysia Burke Designee 2

Contact Info: 937-4640

Contact Info: _____

Contact Info: _____

Contact Info: _____

Go-Kit Location: cafeteria

• Maintenance/Fire/Site Security Team Leader

Jason Morse Designee 1

Contact Info 969-1603

Contact Info: _____

Travis Yoles Designee 2

Contact Info: 937-0564

Contact Info: _____

Contact Info: _____

Contact Info: _____

Go-Kit Location: maintenance room

• Crisis Intervention Team Leader

Cecilia Jimenez Designee 1

Contact Info 937-5871

Contact Info: _____

Anna Yanez Designee 2

Contact Info: 937-0515/937-5871

Contact Info: _____

Contact Info: _____

Go-Kit Location: site office

9-12 Operations Team Roster

• Section Chief

Derek Hutchinson Designee 1

Contact Info 937-5871

Anna Yanez Designee 2

Contact Info: _____

Contact Info: 937-5871

Contact Info: _____

Contact Info: _____

Contact Info: _____

Go-Kit Location: site office

• Communications Team Leader

Marshall Brown Designee 1

Contact Info 937-5871

Contact Info: _____

Pam Duncan Designee 2

Contact Info: 937-5871

Contact Info: _____

Contact Info: _____

Contact Info: _____

Go-Kit Location: site office

• Search and Rescue Team Leader

Alex Fosse Designee 1

Contact Info 937-5871

Contact Info: _____

James Eastman Designee 2

Contact Info: 937-5871

Contact Info: _____

Contact Info: _____

Contact Info: _____

Go-Kit Location: site office

• First Aid Team Leader

Noah Gold Designee 1

Contact Info 937-5871

Contact Info: _____

Lora Barnett Tuomala Designee 2

Contact Info: 937-5871

Contact Info: _____

Contact Info: _____

Go-Kit Location: site office

• Student Release/Staff Accounting Team

Diana Dominguez Designee 1

Contact Info 937-5871

Contact Info: _____

Erik Rain Designee 2

Contact Info: 937-5871

Contact Info: _____

Contact Info: _____

Contact Info: _____

Go-Kit Location: site office

• Assembly/Shelter Team Leader

Kamala Lance Designee 1

Contact Info: 937-0138

Tom Sosonvec Designee 2

Contact Info: _____

Contact Info: 937-5871

Contact Info: _____

Contact Info: _____

Contact Info: _____

Go-Kit Location: cafeteria

• Maintenance/Fire/Site Security Team Leader

Jason Morse Designee 1

Contact Info: 937-5868

Travis Yolles Designee 2

Contact Info: 937-1603

Contact Info: _____

Go-Kit Location: maintenance room

• Crisis Intervention Team Leader

Anna Levy Designee 1

Contact Info: 937-0564

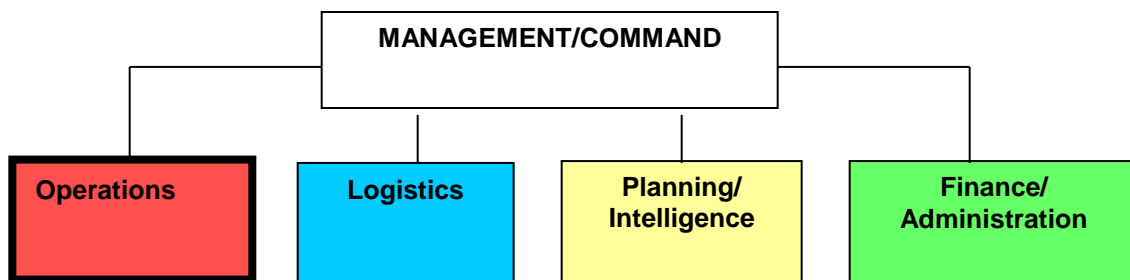
Anna Yanez Designee 2

Contact Info: 937-5871 / 937-0515

Go-Kit Location: site office

OPERATIONS

The Operations Section is responsible for carrying out all emergency response activities. Those responsibilities are coordinated by the Section Chief and carried out by the Assembly/Shelter, Communications, Crisis Intervention, First Aid, Maintenance/Fire/Site Security, Search and Rescue, and Student Release/Staff Accounting Teams.



- **ASSEMBLY/SHELTER TEAM** is charged with overseeing the safe evacuation and sheltering of students and staff during a campus emergency.
- **COMMUNICATIONS TEAM** is responsible for coordinating the flow of all on-site verbal and written communications between teams, sections chiefs and the management team during response activities.
- **CRISIS INTERVENTION TEAM** is called upon to assess the immediate and long-term mental health support needed by staff, students and others involved in campus incidents/emergencies.
- **FIRST AID TEAM** is tasked with coordinating campus-wide medical response and care during school emergencies. This team is also responsible for establishing an on-campus morgue when needed.
- **MAINTENANCE/FIRE/SITE SECURITY TEAM** is responsible for identifying and mitigating on-site hazards following a campus emergency. This team is also charged with campus security.
- **SEARCH AND RESCUE TEAM** is tasked with safely conducting on-site search and rescue activities post-disaster.
- **STUDENT RELEASE/STAFF ACCOUNTING TEAM** is responsible for facilitating parent/student reunion. The team is also charged with keeping track of on-site staff and volunteers.

Operations Checklist

SECTION

The Operations Section is responsible for initiating and directing the “hands on” response to the school’s disaster/emergency through the activities of the following teams:

- Assembly/Shelter
- Communications
- Crisis Intervention
- First Aid
- Maintenance/Fire/Site Security
- Search and Rescue
- Student Release/Staff Accounting

Start-up Actions/Activation

- ☐ Open Go-Kit and put on personal safety equipment
- ☐ Read position description
- ☐ Check-in with IC for incident briefing
- ☐ Open and maintain position activity log
- ☐ Activate Team Leaders
- ☐ Assume lead of all Operations Teams until staffed

Operational Duties

- ☐ Meet with Team Leaders and assist them in initiating their team’s response activities
- ☐ Monitor response activities through contact with Team Leaders
- ☐ Keep IC informed of field activities
- ☐ Notify Logistics Team if additional supplies or staff is needed
- ☐ Coordinate Search and Rescue Operations with the Management Team
- ☐ Keep the Operations Teams informed of shifting tasks/priorities as dictated by the situation or the Management Team
- ☐ Ensure that all Operations Teams are documenting their activities and utilizing proper safety protocols
- ☐ Schedule breaks and re-assign Operations staff as needed

Closing Down/Deactivation

- ☐ Release Operations Teams when directed by IC
- ☐ Direct the return of all equipment and reusable supplies to the Logistics Team
- ☐ Close logs. Direct all logs, reports, and response-related documentation be completed and submitted to the Recordkeeping Team
- ☐ Leave contact information with Documentation Team in case you need to be reached

Go-Kit

- ☐ School Emergency Plan
- ☐ Job description clipboard
- ☐ Vest and/or ID badge
- ☐ Hard hat/safety equipment
- ☐ Pens, pencils, paper and clipboard
- ☐ Walkie talkie/FRS
- ☐ Campus supply storage lists
- ☐ School site maps and regional/neighborhood maps

Forms

- ☐ Situation Status Report Form

Operations Checklist

ASSEMBLY/SHELTER

The Assembly/Shelter Team Leader is responsible for providing for the safe sheltering and care of students and staff while on-site during an emergency. This person is also in charge of facilitating campus evacuation when the school site is deemed by the Management Team, to be unsafe.

Start-up Actions/Activation

- ☐ Attend a briefing with the Operations Section Chief and other Operations Team Leaders
- ☐ Open Go-Kit and locate all supplies
- ☐ Open and maintain position activity log
- ☐ Assess available personnel and make appropriate assignments
- ☐ If designated assembly/shelter site is destroyed or inaccessible, consult with Operations Section Chief and determine alternate location(s)
- ☐ Initiate shelter set-up or, *if evacuating*:
 - Confirm that assembly area and routes to it are safe
 - Count/observe classroom evacuations (make sure all exit)

Operational Duties

- ☐ Ensure initial record of all students and staff in shelter/assembly area is made and that it is updated regularly during the disaster
- ☐ Monitor safety/well being of students and staff in shelter or assembly area
- ☐ Oversee the procurement and distribution of food and water
- ☐ Direct set-up of sanitary facilities when necessary
- ☐ Coordinate Student Release with Student Release Team Leader when directed by Operations Section Chief
- ☐ Administer *minor* first aid, as needed

Closing Down/Deactivation

- ☐ Close shelter per direction of Operations Section Chief
- ☐ Releases staff and volunteers per direction of Operations Section Chief
- ☐ Ensure close-out of all logs and turn them over to Documentation Team
- ☐ Make sure all equipment and re-usable supplies are returned to Logistics

Go-Kit

- ☐ Team Leader Checklist
- ☐ Team Checklist and Contact Information
- ☐ Roster of students and staff
- ☐ Walkie-talkie/FRS
- ☐ Hard hat and vest/safety equipment
- ☐ Facility and supply storage maps
- ☐ Job description clipboard
- ☐ Pens, pencils, paper and clipboard
- ☐ Bullhorn

Operations Checklist

The Assembly/Shelter Team provides for the safe sheltering and care of students and staff while on-site during an emergency. This team is also responsible for facilitating campus evacuation when the school site is deemed by the Management Team, to be unsafe.

Start-up Actions/Activation

- ☐ Meet with Assembly/Shelter Team Leader
- ☐ Secure assembly site or set-up shelter per direction of Assembly/Shelter Team Leader
- ☐ Gather all supplies from storage locker(s) and transport to assembly/shelter site
- ☐ Conduct initial population assessment

Operational Duties

- ☐ Facilitate the orderly distribution of food and water
- ☐ Set-up sanitary facilities per direction of Assembly/Shelter Team Leader
- ☐ Maintain and update student and staff population log
- ☐ Cooperate with Student Release Team to facilitate orderly Student Release (when directed by Assembly/Shelter Team Leader)

Closing Down/Deactivation

- ☐ Break down and clean up shelter
- ☐ Return all equipment and unused supplies to Logistics
- ☐ Complete/close-out all logs and turn them over to Documentation Team

Go-Kit

- ☐ Team Checklist and Contact Information
- ☐ Paper, pens, pencils, and clipboards
- ☐ Walkie talkies/FRS
- ☐ Forms
- ☐ Hard hats and vests/safety equipment
- ☐ Masking and/or Duct tape
- ☐ Whistles
- ☐ File boxes

Supplies/Equipment

- ☐ Supply storage map
- ☐ Tarps/black poly sheeting (rolls)
- ☐ 5-gallon toilet buckets
- ☐ Toilet paper
- ☐ Stainless steel clamps
- ☐ Sanitation supplies
- ☐ Poles
- ☐ Toilet bucket liners
- ☐ Disposable hand-wipes
- ☐ Blankets

Forms

Operations Checklist

COMMUNICATIONS

The Communications Team Leader is responsible for overseeing the verbal and written communications both on-site and with the District Office.

Start-up Actions/Activation

- ☐ Attend a briefing with the Operations Section Chief and other Operations Team Leaders
- ☐ Open Go-Kit and locate all supplies
- ☐ Open and maintain position activity log
- ☐ Set-up and test communications equipment
- ☐ Locate Communications "center" in quiet location in proximity to EOC
- ☐ Open and maintain position activity log
- ☐ Assign staff and volunteers to appropriate positions
- ☐ Advise Operations Section Chief when communications center is "operational"

Operational Duties

- ☐ Coordinate all communications between EOC and District Office
- ☐ Ensure all communications (incoming and outgoing) are being properly logged
- ☐ Oversee message relay via runners
- ☐ Monitor radio station(s) for local emergency news
- ☐ Refer all media requests to the PIO

Closing Down/Deactivation

- ☐ Release staff and volunteers per direction of Operations Section Chief
- ☐ Close out all logs and pending messages, and turn over to Documentation Team
- ☐ Return all equipment and supplies to Logistics

Go-Kit

- ☐ Team Leader Checklist
- ☐ Team Checklist and Contact Information
- ☐ Paper, pens, pencils, and clipboards
- ☐ Walkie talkies/FRS
- ☐ Battery Operated Radio w/batteries
- ☐ Hard hats and vests/safety equipment

Supplies/Equipment

- ☐ Table and chairs
- ☐ File boxes

Operations Checklist

The Communications Team is charged with establishing, coordinating, and directing verbal and written communications on-site and with the District Office.

Start-up Actions/Activation

- ☐ Meet with Assembly/Shelter Team Leader
- ☐ Gather all supplies from storage locker(s)
- ☐ Set-up communications center and test equipment

Operational Duties

- ☐ Log all incoming and outgoing communications (date/time/originator/recipient)
- ☐ Generate Site Status Report when directed by the IC
- ☐ Dispatch runners as needed to relay messages to Management Team, Section Chiefs, and Team Leaders, as needed
- ☐ Refer all media requests to the PIO

Closing Down/Deactivation

- ☐ Close out all logs and pending messages, and turn over to Documentation Team
- ☐ Return all equipment and supplies to Logistics

Go-Kit

- ☐ Team Checklist and Contact Information
- ☐ Walkie-talkies/FRS
- ☐ Map of facility
- ☐ Pens, pencils, paper and clipboards
- ☐ Hard hats and vests/safety equipment
- ☐ Communications log
- ☐ Message forms
- ☐ Position roster

Supplies/Equipment

- ☐ Tables and chairs
- ☐ File boxes

Forms

- ☐ Situation Status Report
- ☐ Message Forms

Operations Checklist

CRISIS INTERVENTION

The Crisis Intervention Team Leader is in charge of assessing the immediate and long-term mental health support needs of students, staff, parents, and volunteers involved in or affected by a school emergency. This person is also responsible for mobilizing the Crisis Intervention Team.

NOTE: *If the emergency is isolated to a single school site or district and is not expected to have widespread impact throughout the county (such as a student suicide, accidental death or serious illness or death of a staff member), see the LIMITED SCOPE CRISIS INTERVENTION CHECKLIST following this full activation checklist. The Limited Scope Checklist can also provide more detailed instructions to the team leader or team members. Refer to the “School Crisis Response and Recovery Plan” in the Pre-plan for additional information.*

Start-up Actions/Activation

- ☐ Attend a briefing with the Operations Section Chief and other Operations Team Leaders
- ☐ Open Go-Kit and locate all supplies
- ☐ Open and maintain position activity log
- ☐ Determine immediate need for mental health support/intervention
- ☐ Activate personnel and make appropriate assignments
- ☐ Identify appropriate on-campus location for intervention/counseling

Operational Duties

- ☐ Implement Mental Health Response Protocol/Plan
- ☐ Oversee set-up of intervention/counseling site
- ☐ Monitor well being of staff, students, and volunteers
- ☐ Determine need for outside assistance
- ☐ Activate off-campus crisis intervention teams/support personnel per approval of Operations Section Chief

Closing Down/Deactivation

- ☐ Release staff and volunteers per direction of Operations Section Chief
- ☐ Return all equipment and unused supplies to Logistics
- ☐ Complete/close-out all logs and turn them over to Documentation Team

Go-Kit

- | | |
|--|---|
| <input type="checkbox"/> Team Leader Checklist | <input type="checkbox"/> Job description clipboard |
| <input type="checkbox"/> Team Checklist and Contact Info | <input type="checkbox"/> Hard hat and vest/safety equip |
| <input type="checkbox"/> Roster of students and staff | <input type="checkbox"/> Mental Health Response Plan |
| <input type="checkbox"/> Student Emergency Contact Cards | <input type="checkbox"/> Map of facility |
| <input type="checkbox"/> Walkie-talkie/FRS | <input type="checkbox"/> Pens and pencils, paper |

**LIMITED SCOPE
CRISIS INTERVENTION CHECKLIST**

1. Gather the Facts

- ☐ Notify the Principal/designee
- ☐ Principal contacts family or police/fire to verify information
- ☐ Clarify information to be shared with school site

2. Decide to Call the Team

- ☐ Principal/designee meets with Crisis Intervention Team Leader
- ☐ Evaluate the problem/event and determine degree of impact on school
- ☐ Assemble the Crisis Intervention Team
- ☐ Determine if additional support is needed
- ☐ Request assistance from District, Regional and/or County Crisis Teams
- ☐ Use Sonoma County Crisis Response System of Support if needed
- ☐ Request support from State and National resources as needed
- ☐ Inform District officials of crisis and level of response
- ☐ Update level of response as needed

3. Manage the Flow of Information

- ☐ Review facts and determine what information is to be shared with:
 - Faculty
 - Students
 - Parents/Community
 - Media
- ☐ Determine how the information is to be shared with staff/students in order to control rumors and provide factual information
 - Initiate phone tree
 - Schedule faculty meeting ASAP
 - Written memo/fact sheet delivered to classrooms
 - In-person memo/fact sheet delivered to classrooms by admin/counseling staff
 - Loudspeaker/intercom during class time (lock down only)
 - Assemblies (NOT recommended)
 - Use automated phone calling system

4. Manage the Logistics

- ☐ Identify the Location of Services
 - Large Scale Disaster
 - Assemble Crisis Intervention Team near the first aid station
 - Mental Health Response
 - Determine central location for counseling services (library, multi-use room)
 - Select rooms for individual interviews
 - Obtain supplies (paper, markers, paint, food, water, tissues)
 - Establish a sign-in and message center for support service personnel on campus
 - Prepare sign-in sheets and documents to record students needing additional support services

5. Create a Referral Process

- ☐ Provide a referral process including procedures for self-referral
- ☐ Clarify procedures for student passes (discourage any wandering/loitering outside of classrooms and counseling locations)

6. Provide Interventions

- ☐ During the Crisis
 - ☐ Follow the “Immediate assessment” guidelines
 - ☐ Refer for first aid and/or psychological first aid as needed
- ☐ Following the Crisis
 - ☐ Conduct psychological triage to identify high-risk students/staff
 - ☐ Initiate appropriate interventions
 - Individual Interviews (highest risk)
 - Group psychological first aid (middle risk)
 - Classroom activities, presentations, debriefing (all, as willing)
 - Support groups (as needed)
 - Parent meetings (as needed)
 - Staff meetings (encourage participation by all)
 - Support to staff (as needed)
 - Referrals to community agencies (as needed)
 - ☐ Encourage crisis responders to take breaks and maintain self-care

7. Document

- ☐ Maintain a log of:
 - All students and adults receiving support services
 - All students and adults needing additional services
 - Crisis responders

8. Debrief – On a daily basis

- ☐ Review process, status of referred students or adults
- ☐ Prioritize needs
- ☐ Plan follow-up actions
- ☐ Provide support to team members
- ☐ Provide support to staff
- ☐ Revise the plan as needed

9. Consider the Recovery

- ☐ Care for the caregiver
- ☐ Attend to trigger events/anniversaries
- ☐ Revise the plan as needed

Operations Checklist

CRISIS

The Crisis Intervention Team monitors and supports the mental health needs of students, staff, parents, and volunteers involved in or affected by a school emergency.

NOTE: *If the emergency is isolated to a single school site or district and is not expected to have widespread impact throughout the county (such as a student suicide, accidental death or serious illness or death of a staff member), see the LIMITED SCOPE CRISIS INTERVENTION CHECKLIST following this full activation checklist. The Limited Scope Checklist can also provide more detailed instructions to the team leader or team members. Refer to the "School Crisis Response and Recovery Plan" in the Pre-plan for additional information.*

Start-up Actions/Activation

- ☐ Meet with Crisis Intervention Team Leader
- ☐ Gather all supplies and transport to intervention/counseling site

Operational Duties

- ☐ Set-up campus intervention/counseling site
- ☐ Provide for and monitor well being of staff, students, and volunteers
- ☐ Maintain log of all assistance given and nature of that assistance
- ☐ Communicate need for outside assistance to Crisis Intervention Team Leader
- ☐ Cooperate with Search and Rescue and First Aid Teams as directed
- ☐ Cooperate with outside agency crisis intervention teams

Close Down/Deactivation

- ☐ Return all equipment and unused supplies to Logistics
- ☐ Complete/close-out all logs and turn them over to Documentation Team

Go-Kit

- ☐ Team Checklist and Contact Information
- ☐ Roster of students and staff
- ☐ Mental Health Response Plan
- ☐ Map of facility
- ☐ Hard hats/vests/safety equipment
- ☐ Student Emergency Contact Cards
- ☐ Walkie-talkies/FRS
- ☐ Pens and pencils, paper and clipboards
- ☐ Tissues and rubber gloves

LIMITED SCOPE CRISIS INTERVENTION CHECKLIST

1. Gather the Facts

- ☐ Notify the Principal/designee
- ☐ Principal contacts family or police/fire to verify information
- ☐ Clarify information to be shared with school site

2. Decide to Call the Team

- ☐ Principal/designee meets with Crisis Intervention Team Leader
- ☐ Evaluate the problem/event and determine degree of impact on school
- ☐ Assemble the Crisis Intervention Team
- ☐ Determine if additional support is needed
- ☐ Request assistance from District, Regional and/or County Crisis Teams
- ☐ Use Sonoma County Crisis Response System of Support if needed
- ☐ Request support from State and National resources as needed
- ☐ Inform District officials of crisis and level of response
- ☐ Update level of response as needed

3. Manage the Flow of Information

- ☐ Review facts and determine what information is to be shared with:
 - Faculty
 - Students
 - Parents/Community
 - Media
- ☐ Determine how the information is to be shared with staff/students in order to control rumors and provide factual information
 - Initiate phone tree
 - Schedule faculty meeting ASAP
 - Written memo/fact sheet delivered to classrooms
 - In-person memo/fact sheet delivered to classrooms by admin/counseling staff
 - Loudspeaker/intercom during class time (lock down only)
 - Assemblies (NOT recommended)
 - Use automated phone calling system

4. Manage the Logistics

- ☐ Identify the Location of Services
 - Large Scale Disaster
 - Assemble Crisis Intervention Team near the first aid station

CRISIS INTERVENTION TEAM

- Mental Health Response
 - Determine central location for counseling services (library, multi-use room)
 - Select rooms for individual interviews
 - Obtain supplies (paper, markers, paint, food, water, tissues)
 - Establish a sign-in and message center for support service personnel on campus
 - Prepare sign-in sheets and documents to record students needing additional support services

5. Create a Referral Process

- ☐ Provide a referral process including procedures for self-referral
- ☐ Clarify procedures for student passes (discourage any wandering/loitering outside of classrooms and counseling locations)

6. Provide Interventions

- ☐ During the Crisis
 - ☐ Follow the “Immediate assessment” guidelines
 - ☐ Refer for first aid and/or psychological first aid as needed
- ☐ Following the Crisis
 - ☐ Conduct psychological triage to identify high-risk students/staff
 - ☐ Initiate appropriate interventions
 - Individual Interviews (highest risk)
 - Group psychological first aid (middle risk)
 - Classroom activities, presentations, debriefing (all, as willing)
 - Support groups (as needed)
 - Parent meetings (as needed)
 - Staff meetings (encourage participation by all)
 - Support to staff (as needed)
 - Referrals to community agencies (as needed)
 - ☐ Encourage crisis responders to take breaks and maintain self-care

7. Document

- ☐ Maintain a log of:
 - All students and adults receiving support services
 - All students and adults needing additional services
 - Crisis responders

8. Debrief – On a daily basis

- ☐ Review process, status of referred students or adults
- ☐ Prioritize needs
- ☐ Plan follow-up actions
- ☐ Provide support to team members
- ☐ Provide support to staff
- ☐ Revise the plan as needed

9. Consider the Recovery

- ☐ Care for the caregiver
- ☐ Attend to trigger events/anniversaries
- ☐ Revise the plan as needed

Operations Checklist

FIRST AID

The First Aid Team Leader is responsible for coordinating campus emergency medical response. This responsibility includes determining when the scope of an emergency exceeds the capabilities of his/her team and notifying the Incident Commander of the need for outside assistance. The First Aid Team Leader is also charged with calling for and directing the establishment of an on-site morgue when warranted.

Start-up Actions/Activation

- ☐ Attend a briefing with the Operations Section Chief and other Operations Team Leaders
- ☐ Open Go-Kit and locate all supplies
- ☐ Open and maintain position activity log
- ☐ Determine if medical needs exceed scope of on-site team (*if so, have Operations Section Chief notify Management Team*)
- ☐ Assess available personnel and make appropriate assignments
- ☐ Facilitate set-up of first aid treatment area; away from media center and student release site. Area should be accessible to emergency vehicles
- ☐ Establish entry or “triage” station adjacent to first aid treatment area and assign 2 people to this station
- ☐ Set-up areas for “immediate” and “delayed” treatment and assign 2 staff per station
- ☐ Direct Crisis Intervention Team Leader to set-up intervention/counseling area

Operational Duties

- ☐ Oversees/monitors the assessment, care and treatment of patients
- ☐ Ensures caregiver and rescuer safety (*use of rubber gloves*)
- ☐ Maintain open line of communication with Search and Rescue and Crisis Intervention Team Leaders
- ☐ Keeps Section Chief updated
- ☐ Provides staff for “field” injury response/treatment
- ☐ Requests additional personnel from Logistics
- ☐ Reports deaths immediately to Section Chief
- ☐ Determines need for morgue set-up and chooses location
- ☐ Monitors situation for communicable diseases
- ☐ Check-in with Student Release and Assembly/Shelter Team Leaders regarding the health care needs of students and staff with known medical conditions

Closing Down/Deactivation

- ☐ Oversee the closing of the first aid station and direct the proper disposal of hazardous waste
- ☐ Releases medical teams per direction of IC
- ☐ Ensure close-out of all logs and turn them over to Documentation Team
- ☐ Makes sure all equipment and re-usable supplies are returned to Logistics

Go-Kit

- ☐ Team Leader Checklist
- ☐ Team Checklist and Contact Information
- ☐ School Emergency Plan
- ☐ School Site Map
- ☐ Job description clipboard
- ☐ Hard hat/vest/safety equipment
- ☐ Rubber gloves (box)
- ☐ Roster of students and staff
- ☐ Walkie-talkie/FRS
- ☐ Student Emergency Contact Cards
- ☐ Pens, pencils, paper and clipboard
- ☐ Quick reference medical guides

Supplies/Equipment

- ☐ Table and chairs
- ☐ Campus First Aid Kit (**see recommended supply list*)
- ☐ Ground cover/tarps
- ☐ Stretchers
- ☐ Blankets

Forms

- ☐ Notice of First Aid Care
- ☐ Medical Treatment Victim Log

Operations Checklist

FIRST

The First Aid Team is responsible for safely providing on-site emergency medical response and first aid during response activities.

Start-up Actions/Activation

- ☐ Check-in with First Aid Team Leader
- ☐ Gather all supplies and personal safety equipment and transport to site of first aid station
- ☐ Set-up first aid station
- ☐ Set-up morgue *(if needed)*

Operational Duties

- ☐ Administer appropriate first aid
- ☐ Maintain accurate treatment records
- ☐ Monitor/assess patients at regular intervals
- ☐ Report deaths immediately to First Aid Team Leader *(by runner, NOT over the radio)*
- ☐ When transportation becomes available, facilitate patient evacuation and note status on triage tag; *do not send any campus records off-site with patient*
- ☐ If injured student is transported off campus, send student emergency card with him/her

Triage Entry Area *(staffed with minimum of 2 trained staff or volunteers)*

- ☐ One team member assesses (and/or confirms) patient triage category
- ☐ Second team member logs patients' names on form—First Aid Care Form (completed forms are forwarded to First Aid Team Leader)

Treatment Areas “Immediate” and “Delayed”

(each staffed with minimum of 2 trained staff or volunteers)

- ☐ Assign one team member to conduct “head-to-toe” assessment
- ☐ Second team member logs patients' names on triage tag and on on-site treatment form—Medical Treatment Victim Log (completed forms are forwarded to First Aid Team Leader)

Closing Down/Deactivation

- ☐ Clean up first aid station and properly dispose of hazardous waste
- ☐ Return all equipment and unused supplies to Logistics
- ☐ Complete/close-out all logs and turn them over to Documentation Team

Go-Kit

- ☐ Team Checklist and Contact Information
- ☐ Roster of students and staff
- ☐ Walkie-talkies/FRS
- ☐ Hard hats/vests/safety equipment
- ☐ Sharpies
- ☐ Rubber gloves (2 boxes)
- ☐ School Site Map
- ☐ Student Emergency Contact Cards
- ☐ Pens, pencils, paper and clipboards
- ☐ Duct tape
- ☐ Quick reference medical guides
- ☐ Triage Tags

Supplies/Equipment

- ☐ Tables and chairs
- ☐ Campus First Aid Kit (**see recommended supply list*)
- ☐ Ground cover/tarps
- ☐ Stretchers
- ☐ Blankets

Forms

- ☐ Notice of First Aid Care
- ☐ Medical Treatment Victim Log

Operations Checklist

MAINTENANCE/FIRE/SITE SECURITY

The Maintenance/Fire/Site Security Team Leader is responsible for assessing, identifying and mitigating (to the extent possible) campus hazards, during and immediately following an on-site disaster/emergency. This team is also responsible for campus security for the duration of the incident, or until first responders assume that responsibility.

Start-up Actions/Activation

- ☐ Attend a briefing with the Operations Section Chief and other Operations Team Leaders
- ☐ Open Go-Kit and locate all supplies
- ☐ Open and maintain position activity log
- ☐ Assess available personnel and make appropriate assignments
- ☐ Survey on-campus hazards and prioritize team response

Operational Duties

- ☐ Verify the shut-off of utilities as necessary
- ☐ Determine integrity of on-campus water system and report this information to the Operations Section Chief
- ☐ Directs the suppression of small fires
- ☐ Coordinate the location of existing and potential hazards
- ☐ Facilitates emergency vehicle access to the campus
- ☐ Oversees/Monitors campus security/perimeter control
- ☐ Secures school campus and buildings from un-authorized access

Closing Down/Deactivation

- ☐ Releases staff and volunteers per direction of IC
- ☐ Ensures close-out of all logs and turns them over to Documentation Team
- ☐ Makes sure all equipment and re-usable supplies are returned to Logistics

Go-Kit

- ☐ Team Leader Checklist
- ☐ Team Checklist and Contact Information
- ☐ Utility shut-off map/checklists
- ☐ Walkie-talkie/FRS
- ☐ Communications log
- ☐ DANGER placards
- ☐ Duct tape and sharpies
- ☐ Facility and supply storage maps
- ☐ Pens and pencils
- ☐ Job description clipboard
- ☐ Hard hat, vest and safety equipment

Supplies/Equipment

- ☐ Wrenches and assorted tools
- ☐ Caution Tape (yellow and red)
- ☐ Fire suppression gear
- ☐ Master keys

Operations Checklist *MAINTENANCE/FIRE/SITE*

The Maintenance/Fire/Site Security Team is responsible for assessing, identifying and mitigating (to the extent possible) campus hazards, during and immediately following an on-site disaster/emergency.

Start-up Actions/Activation

- ☐ Report to Maintenance/Fire/Site Security Team Leader for briefing and assignments
- ☐ Gather all supplies and personal safety gear
- ☐ Check radios and flashlights

Operational Duties

- ☐ Check gas meter and shut it off **ONLY IF IT IS LEAKING**
- ☐ Secure on-campus water system
- ☐ Control and/or suppress small fires
- ☐ Survey buildings for potential hazards and post warnings with signs and yellow caution tape
- ☐ Provide clear routes for campus access for emergency response vehicles
- ☐ Establish and maintain campus security/perimeter control
- ☐ Secure school campus and buildings from un-authorized access by locking gates
- ☐ Cooperate/support First Aid, Student Release, and Search and Rescue Teams when directed by Maintenance/Fire/Site Security Team Leader

Closing Down/Deactivation

- ☐ When ordered to de-activate; report-in to Maintenance/Fire/Site Security Team Leader
- ☐ Return all equipment and unused supplies to Logistics
- ☐ Complete/close-out all logs and turn them over to Documentation Team

MAINTENANCE/FIRE/SITE SECURITY TEAM

Go-Kit

- ☐ Team Checklist and Contact Information
 - ☐ Facility and supply storage maps
 - ☐ Walkie-talkies/FRS
 - ☐ Hard hats, vest and safety equipment
 - ☐ Leather gloves
 - ☐ DANGER placards
 - ☐ First Aid Kit
 - ☐ School Disaster Plan
 - ☐ Utility shut-off map/checklists
 - ☐ Goggles
 - ☐ Sturdy shoes
 - ☐ Duct tape and sharpies
 - ☐ Yellow caution tape

Supplies/Equipment

- ☐ Wrenches and assorted tools
- ☐ Fire suppression gear
- ☐ Master keys

Forms

- ☐ Rapid Assessment

Operations Checklist

SEARCH & RESCUE

The Search and Rescue Team Leader is responsible for coordinating all on-site search and rescue efforts. This responsibility includes identifying search and rescue priorities and making team assignments. The Search and Rescue Team Leader is also responsible for ensuring the safety of his/her teams while they are in the field.

Start-up Actions/Activation

- ☐ Attend a briefing with the Operations Section Chief and other Operations Team Leaders
- ☐ Open Go-Kit and locate all supplies
- ☐ Open and maintain position activity log
- ☐ Assign staff and volunteers to teams (record names and assignments in log) Ensure all teams are properly outfitted
- ☐ Visually inspect outgoing teams' gear and perform radio check. Distribute a map to each team delineating their area of responsibility

Operational Duties

- ☐ Dispatch teams to high priority areas first; assign teams to routine campus S & R *after* priority areas have been secured
- ☐ Remain at the Command Post to stay in contact with the S & R Teams
- ☐ Ensure teams' progress is recorded in log and on site map as they call it in (mark rooms with "C" as they are reported "clear")
- ☐ When injured staff or students are located, check in with Operations Section Chief and dispatch First Aid Team as needed
- ☐ Keep triage tally on the map

Closing Down/Deactivation

- ☐ Record the return of all S & R teams
- ☐ Direct team to return all equipment to Logistics
- ☐ Turn all maps and logs into Documentation Team

Go-Kit

- | | |
|--|--|
| <input type="checkbox"/> Team Leader Checklist | <input type="checkbox"/> Job description clipboard |
| <input type="checkbox"/> Team Checklist and Contact Informa | <input type="checkbox"/> Map of school |
| <input type="checkbox"/> Roster of students and staff | <input type="checkbox"/> Walkie-talkie/FRS |
| <input type="checkbox"/> School Disaster Plan | <input type="checkbox"/> Flashlight w/batteries |
| <input type="checkbox"/> Hard hat, vest and safety equipment | <input type="checkbox"/> Pens and paper |

Supplies/Equipment

- ☐ Table and chair
- ☐ White Board or newsprint flipchart
- ☐ Markers erasable or permanent

Operations Checklist

SEARCH & RESCUE

The Search and Rescue Team (S & R) is responsible for safely conducting all on-site search and rescue efforts under the direction of the Search and Rescue Team Leader.

Start-up Actions/Activation

- ☐ Report to Search and Rescue Team Leader for briefing and assignments
- ☐ Gather all S & R equipment and personal safety gear
- ☐ Check flashlight and radio batteries; perform radio check
- ☐ Visually inspect each other's gear
- ☐ Make sure you and your partner have school site maps and are clear on your assignment

Operational Duties

- ☐ Report all gas leaks, fires, and structural damage to the S & R Team Leader *(he/she will relay this information to the Maintenance/Fire/Site Security Team Leader)*
- ☐ Inspect the exterior of each building for structural integrity *before* entering.
- ☐ Identify unsafe areas with caution tape (**DO NOT** enter unsafe buildings)
- ☐ Search **ONLY** structurally sound buildings using S & R protocol *(see attached)*
- ☐ As searched rooms have been cleared, call in report to the S & R Team Leader *("Room B-2 is clear.") When entering a room, place a chalk mark or duct tape strip on the front of the door. When exiting, place a second chalk mark or duct tape strip through the initial mark to form an X. This indicates that the room has been cleared.*
- ☐ When injured students or staff are located, call in their condition and location to S & R Team Leader *(Use proper protocol, i.e., no names are broadcast over the radio.)*
- ☐ Note damage and triage tally on your team map and relay information to S & R Team Leader

Closing Down/Deactivation

- ☐ When ordered to de-activate; report-in to S & R Team Leader
- ☐ Return all equipment to Logistics
- ☐ Complete/close-out all logs and turn them over to Documentation Team

Go-Kit

- | | |
|---|---|
| <input type="checkbox"/> Team Checklist and Contact Information | <input type="checkbox"/> Walkie-talkies/FRS |
| <input type="checkbox"/> Roster of students and staff | <input type="checkbox"/> Sturdy shoes/boots |
| <input type="checkbox"/> Duct tape and sharpies | <input type="checkbox"/> Hard hats/vests/safety equip |
| <input type="checkbox"/> Backpacks for gear/first aid supplies | <input type="checkbox"/> Whistles |
| <input type="checkbox"/> Clipboards, paper and pens | <input type="checkbox"/> Rubber gloves/dust masks |
| <input type="checkbox"/> Map of school | <input type="checkbox"/> Leather gloves |

Supplies/Equipment

- ☐ Plastic buckets for tools/gear
- ☐ Blankets
- ☐ Fire extinguishers
- ☐ Flashlights w/batteries
- ☐ Master keys and bolt cutter
- ☐ Crowbars and fire axes
- ☐ Shovels and ropes
- ☐ Caution tape and barricades
- ☐ Basic first aid kit
- ☐ Cribbing supplies

Forms

Operations Checklist

STUDENT RELEASE

The Student Release Team Leader is responsible for overseeing the reunification of students and their parents/authorized adult.

Start-up Actions/Activation

- ☐ Attend a briefing with the Operations Section Chief and other Operations Team Leaders
- ☐ Open Go-Kit and locate all supplies
- ☐ Open and maintain position activity log
- ☐ Assign staff and volunteers to teams
- ☐ Designate secure areas for student request and release and authorize set-up

Operational Duties

- ☐ Monitor request and release operations
- ☐ Assist with the location/verification of missing students
- ☐ Stay in contact with Assembly/Shelter, Fire/Maintenance/Site Security, and First Aid Team Leaders

Closing Down/Deactivation

- ☐ Direct team to return all equipment to Logistics
- ☐ Turn all maps and logs into Documentation Team

Go-Kit

- ☐ Team Leader Checklist
- ☐ Team Checklist and Contact Information
- ☐ Roster of students and staff
- ☐ Hard hat, vest and safety equipment
- ☐ Pens and paper
- ☐ Map of school
- ☐ Walkie-talkie/FRS
- ☐ Job description clipboard

Supplies/Equipment

- ☐ Table and chair

Operations Checklist

STUDENT

The Student Release Team is responsible for the orderly and secure reunion of students and their parent(s)/authorized adult consequent to a school emergency.

Start-up Actions/Activation

- ☐ Report to Student Release Team Leader for briefing and assignments
- ☐ Gather all student release equipment and supplies
- ☐ Set-up secure Request and Release Gates
- ☐ Post alphabetized signage on Request Table (exp. A-F, G-L, M-R, S-V, W-Z)
- ☐ Have Student Request Forms available on clipboards

Operational Duties

Request Gate Staff

- ☐ Divide Student Emergency Cards that correspond with table signage
- ☐ Instruct parents/authorized adults to fill out Student Request Forms
- ☐ Verify ID of requestor
- ☐ Send runner to classroom or assembly area for student
- ☐ Direct requestor to Release Gate to wait for their student(s)

Runners

- ☐ Takes Student Request Form to classroom or assembly area
- ☐ Retrieve student from teacher or designee
- ☐ If student is absent, missing, or receiving first aid, have teacher/designee note that on Student Request Form
- ☐ Return to Release Gate with student or information about his/her location
- ☐ Hand Student Request Form to Release Gate Staff
- ☐ Release student to parent/authorized adult when directed by Release Gate Staff and return to Request Gate

OR

- ☐ If student is in receiving first aid, escort parent/authorized adult to First Aid Area, when directed by Release Gate Staff and then return to Request Gate

OR

- ☐ If student is missing, escort parent/authorized adult to Crisis Intervention Team, when directed by Release Gate Staff and then return to Request Gate

STUDENT RELEASE TEAM

Release Gate Staff

- ☐ Match requester to student
- ☐ Verify requester ID and have them countersign Student Request Form
- ☐ Release Student
- ☐ Release Runner to return to Request Gate

Closing Down/Deactivation

- ☐ Close Request and Release tables when directed by the Student Release Team Leader
- ☐ Make sure all confidential information (student emergency contact cards) is returned to Team Leader for secure storage
- ☐ Return all equipment to Logistics
- ☐ Complete/close-out all logs and turn them over to Documentation Team

Go-Kit

- ☐ Team Checklist and Contact Information
- ☐ Roster of students and staff
- ☐ Yellow caution tape
- ☐ Paper, pens, markers
- ☐ Stapler and staples
- ☐ School Site Map
- ☐ Student Emergency Cards
- ☐ Dry erase markers
- ☐ Clipboards (lots)
- ☐ Scotch tape and dispenser
- ☐ Vests

Supplies/Equipment

- ☐ Tables and chairs
- ☐ Stanchions and/or barricades
- ☐ White board
- ☐ Easel for white board

Forms

- ☐ Student Request Form
- ☐ Student Emergency Contact Card

K-8 Logistics Team Roster

- **Section Chief**

Tracy Elo Designee 1

Contact Info 937-0564

Contact Info: _____

Cheri Casey Designee 2

Contact Info: 937-0515

Contact Info: _____

Contact Info: _____

Contact Info: _____

Go-Kit Location: site offices

- **Supplies & Staffing Team Leader**

Jason Morse Designee 1

Contact Info

Contact Info: _____

Contact Info: 937-5868

Contact Info: _____

Hayley Garibaldi Designee 2

Contact Info: 937-4640

Contact Info: _____

Go-Kit Location: Cafeteria

- **Transportation Team Leader**

Ceil McDonell Designee 1

Contact Info 937-2877

Contact Info: _____

Christine Kenton Designee 2

Contact Info: 937-2877

Contact Info: _____

Contact Info: _____

Go-Kit Location: Bus Barn

- **9-12 Logistics Team Roster**

Section Chief

Marci Arter Designee 1

Contact Info 937-5871

Contact Info: _____

Derek Hutchinson Designee 2

Contact Info: 937-5871

Contact Info: _____

Contact Info: _____

Contact Info: _____

Go-Kit Location: site offices

- **Supplies & Staffing Team Leader**

Rogelio Munoz Designee 1

Contact Info 937-5868

Hayley Garibaldi Designee 2

Contact Info: 937-5871

Go-Kit Location: K-8 Cafeteria

- **Transportation Team Leader**

Ceil McDonell Designee 1

Contact Info 937-2877

Contact Info: _____

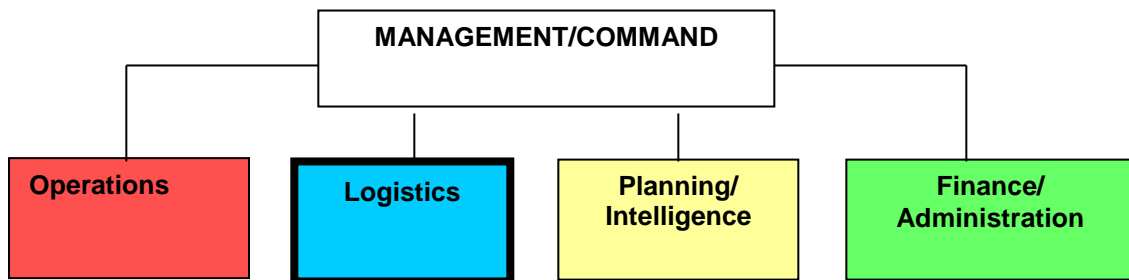
Bonnie Beganovic Designee 2

Contact Info: 937-2877

Go-Kit Location: Bus Barn

LOGISTICS

The Logistics Section manages the procurement and distribution of supplies and equipment, is responsible for recruiting and deploying personnel, and for the acquisition of and mobilization of vehicles to move people and/or equipment as needed and in support of response activities.



- **SUPPLIES AND STAFFING TEAM** is tasked with filling all requests for personnel, equipment, supplies and facilities in support of response activities.
- **TRANSPORTATION TEAM** is charged with the procurement of buses for transporting students and staff to evacuation sites and of trucks for ferrying equipment to and from the campus during the emergency.

Logistics Checklist

The Logistics Section Chief is responsible for providing or acquiring all materials, equipment, personnel, services, and facilities necessary to support response efforts. The Logistics Section is made up of the following teams:

- Supplies and Staffing
- Transportation

Start-up Actions/Activation

- ☐ Open Go-Kit and put on personal safety equipment
- ☐ Read position description
- ☐ Check-in with IC for incident briefing
- ☐ Open and maintain position activity log
- ☐ Open on-site supplies containers/facilities
- ☐ Activate Team Leaders
- ☐ Assume lead of all Logistics teams until staffed

Operational Duties

- ☐ Ensure that EOC and other facilities are properly set-up
- ☐ Meet with team leaders and assist them in initiating their team's response activities
- ☐ Coordinate supplies, equipment, and personnel needs with the Incident Commander
- ☐ Oversee distribution of supplies and equipment where and as needed
- ☐ Maintain security of stored supplies and equipment
- ☐ Schedule breaks and re-assign Logistics staff as needed

Closing Down/Deactivation

- ☐ Release Logistics Teams when directed by IC
- ☐ Secure all equipment and reusable supplies
- ☐ Close logs. Direct all logs, reports, and response-related documentation be completed and submitted to the Recordkeeping Team
- ☐ Leave contact information with Documentation Team in case you need to be reached

Go-Kit

- ☐ School Emergency Plan
- ☐ Map of facility
- ☐ Pens and pencils, paper
- ☐ Hard hat, vest and safety equipment
- ☐ Walkie-talkie/FRS
- ☐ On-campus supply storage list(s)/map
- ☐ Job description clipboard
- ☐ Master keys

Supplies/Equipment

- ☐ Table and chair

Forms

- ☐ Emergency Supply Inventory
- ☐ Situation Status Report
- ☐ Message Forms
- ☐ Communications Log

Logistics Checklist

SUPPLIES & STAFFING

The Supplies and Staffing Team Leader is responsible for ensuring that all requests for personnel, facilities, equipment, supplies, and materials necessary to support response efforts are being filled.

Start-up Actions/Activation

- ☐ Attend a briefing with the Logistics Section Chief and Transportation Team Leader
- ☐ Open Go-Kit and locate all supplies
- ☐ Open and maintain position activity log
- ☐ Assess available personnel and make appropriate assignments

Operational Duties

- ☐ Oversee the distribution of supplies and equipment
- ☐ Coordinate the assignment of staff and volunteers
- ☐ Stay in contact with Section Chief about the needs of other sections and teams

Closing Down/Deactivation

- ☐ Release staff and volunteers when directed by Logistics Section Chief
- ☐ Makes sure all equipment and unused/re-usable supplies are safely and securely stored
- ☐ Ensures close-out of all logs and turns them over to Documentation Team

Go-Kit

- ☐ Team Leader Checklist
- ☐ Team Checklist and Contact Information
- ☐ Map of facility
- ☐ Pens and pencils, paper
- ☐ Walkie-talkie/FRS
- ☐ On-campus supply storage list(s)/map
- ☐ Job description clipboard
- ☐ Communications log
- ☐ Hard hat, vest and safety equipment

SUPPLIES AND STAFFING TEAM LEADER

Supplies/Equipment

- ☐ Table and chair
- ☐ Phone
- ☐ Computer or laptop

Forms

- ☐ Emergency Supply Inventory
- ☐ Situation Status Report
- ☐ Message Forms
- ☐ Communications Log

Logistics Checklist

SUPPLIES

The Supplies and Staffing Team is responsible for filling all requests for personnel, facilities, equipment, supplies, and materials necessary to support response efforts.

Start-up Actions/Activation

- ☐ Meet with the Supplies and Staffing Team Leader
- ☐ Gather all team supplies and personal safety gear
- ☐ Open storage facility/containers

Operational Duties

- ☐ Distribute supplies and equipment
- ☐ Coordinate the assignment of staff and volunteers
- ☐ Stay in contact with Section Chief about the needs of other sections

Closing Down/Deactivation

- ☐ Receive and store all returned equipment and unused supplies
- ☐ Complete/close-out all logs and turn them over to Documentation Team

Go-Kit

- ☐ Team Checklist and Contact Information
- ☐ Walkie-talkies/FRS
- ☐ On-campus supply storage list(s)/map
- ☐ Communications log
- ☐ Map of facility
- ☐ Pens and pencils, paper
- ☐ Hard hats, vests and safety equipment

Supplies/Equipment

- ☐ Table and chair
- ☐ Phones
- ☐ Computers or laptops

SUPPLIES AND STAFFING TEAM

Forms

- ☐ Emergency Supply Inventory
- ☐ Message Forms
- ☐ Communications Log

Logistics Checklist

TRANSPORTATION

The Transportation Team Leader is responsible for implementing the transportation plan during school emergencies. Part of those responsibilities includes directing buses and trucks to areas where they are needed to ferry students, staff and/or supplies.

Start-up Actions/Activation

- ☐ Attend a briefing with the Logistics Section Chief and the Supplies and Staffing Team Leader
- ☐ Open Go-Kit and locate all supplies
- ☐ Open and maintain position activity log

Operational Duties

- ☐ Implement various components of the transportation plan
- ☐ Direct the use of vehicles on campus
- ☐ Stay in contact with Section Chief about the needs of other sections

Closing Down/Deactivation

- ☐ Release staff and volunteers per direction of IC
- ☐ Arrange for the return of vehicles to vendors
- ☐ Ensure close-out of all logs and turn them over to Documentation Team
- ☐ Make sure all equipment and re-usable supplies are safely and securely stored

Go-Kit

- ☐ Team Leader Checklist
- ☐ Team Checklist and Contact Information
- ☐ School Disaster Plan
- ☐ Map of facility
- ☐ Job description clipboard
- ☐ Hard hat, vest and safety equipment
- ☐ Walkie-talkie/FRS
- ☐ Pens and pencils, paper
- ☐ Communications log

Supplies/Equipment

- ☐ Table and chair
- ☐ Phone

Logistics Checklist

The Transportation Team is responsible for facilitating the implementation of the transportation plan during school emergencies. Those responsibilities include assessing the need for buses and trucks for the ferrying of students, staff and/or supplies.

Start-up Actions/Activation

- ☐ Meet with the Transportation Team Leader
- ☐ Gather all supplies and personal safety gear

Operational Duties

- ☐ Implement components of the transportation plan as directed by the Transportation Team Leader
- ☐ Assess the need for and use of vehicles on campus

Closing Down/Deactivation

- ☐ Facilitate the return of vehicles to vendors
- ☐ Complete/close-out all logs and turn them over to Documentation Team
- ☐ Safely and securely store all equipment and re-usable supplies

Go-Kit

- ☐ Team Checklist and Contact Information
- ☐ Map of facility
- ☐ Communications log
- ☐ Walkie-talkies/FRS
- ☐ Pens and pencils, paper
- ☐ Hard hat, vest and safety equipment

Supplies/Equipment

- ☐ Table and chair
- ☐ Phones

Planning/Intelligence Team Roster

- **Section Chief**

Kim Humrichouse Designee 1

Contact Info 937-5868

Contact Info: _____

Laura Lucier Designee 2

Contact Info: 937-5868

Go-Kit Location: district office

- **Situation Status Team Leader**

Erin Placido Designee 1

Contact Info 937-5868

Michele Sheldon Designee 2

Contact Info: 937-5868

Go-Kit Location: district office

- **Documentation Team Leader**

Michele Sheldon Designee 1

Contact Info 937-5868

Contact Info: _____

Designee 2

Contact Info: 937-5868

Contact Info: _____

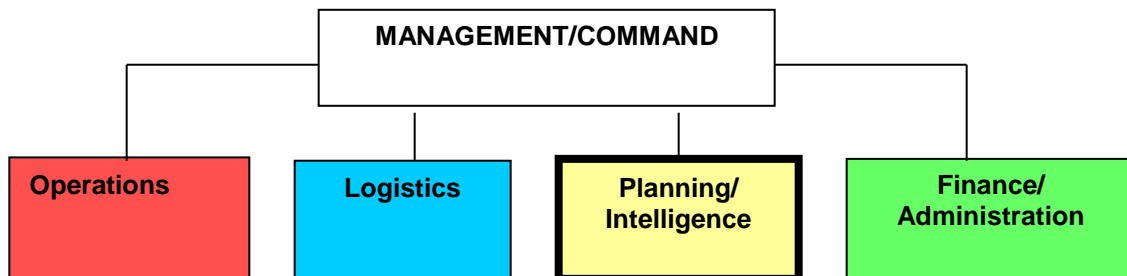
Contact Info: _____

Contact Info: _____

Go-Kit Location: district office

PLANNING / INTELLIGENCE

The Planning / Intelligence Section is responsible for assessing available and needed resources, monitoring incident status, and documenting response activities.



- **DOCUMENTATION TEAM** is tasked with pulling together records from all sections of the EOC for the creation/production of accurate, complete incident files for legal, analytical, fiscal and historical purposes.
- **SITUATION STATUS TEAM** is responsible for collecting, evaluating, documenting, and utilizing response-related information in support of response activities.

Planning/Intelligence Checklist

The Planning/Intelligence Section Chief is responsible for overseeing the collection, evaluation, documentation and use of information about the development of the incident and the status of resources, as well as maintenance of accurate records and site map. Provides ongoing analysis of situation and resource status. The Planning/Intelligence Section is made up of the following teams:

- Documentation
- Situation Status

Start-up Actions/Activation

- ☐ Open Go-Kit and put on personal safety equipment
- ☐ Read position description
- ☐ Check-in with IC for incident briefing
- ☐ Open and maintain activity log
- ☐ Activate Team Leaders
- ☐ Meet with Team Leaders and initiate response activities
- ☐ Assume lead of teams until staffed

Operational Duties

- ☐ Assist the IC in developing Action Plans
- ☐ Schedule breaks and re-assign Planning/Intelligence staff as needed

Closing Down/Deactivation

- ☐ Release Planning/Intelligence Teams when directed by Incident Commander
- ☐ Direct the return of all equipment and reusable supplies to the Logistics Team
- ☐ Close logs. Direct all logs, reports, and response-related documentation be completed and submitted to the Recordkeeping Team
- ☐ Leave contact information with Documentation Team in case you need to be reached

SECTION CHIEF

Go-Kit

- | | |
|--|---|
| <input type="checkbox"/> School Emergency Plan | <input type="checkbox"/> On-campus supply storage list(s)/map |
| <input type="checkbox"/> Map of facility | <input type="checkbox"/> Job description clipboard |
| <input type="checkbox"/> Pens and pencils, paper | <input type="checkbox"/> Master keys |
| <input type="checkbox"/> Hard hat, vest and safety equip | |
| <input type="checkbox"/> Walkie-talkie/FRS | |

Supplies/Equipment

- ☐ Table
- ☐ Chair

Forms

- ☐ Activity Log

Planning/Intelligence Checklist

DOCUMENTATION TEAM

The Documentation Team Leader is responsible for overseeing the collection, evaluation, documentation and use of information about the development of the incident and the status of resources.

Start-up Actions/Activation

- ☐ Attend a briefing with the Planning/Intelligence Section Chief
- ☐ Open Go-Kit and locate all supplies
- ☐ Activate personnel and make appropriate assignments

Operational Duties

- ☐ Provide for the opening and maintenance of the master incident time log
- ☐ Ensure all radio and verbal communications are recorded
- ☐ Stay in contact with Section Chief about the needs of other sections

Closing Down/Deactivation

- ☐ Release staff and volunteers per direction of Section Chief
- ☐ Monitor packaging and storage of response-related documents
- ☐ Make sure all equipment and unused supplies are returned to Logistics
- ☐ Complete/close-out all logs and turn them over to Documentation Team

Go-Kit

- ☐ Team Leader Checklist
- ☐ Team Checklist and Contact Information
- ☐ Map of facility
- ☐ Pens and pencils, paper
- ☐ Hard hat, vest and safety equipment
- ☐ Walkie-talkie/FRS
- ☐ On-campus supply storage list(s)/map
- ☐ Job description clipboard
- ☐ Master keys

Supplies/Equipment

- ☐ Table
- ☐ Chair

Forms

- ☐ Activity Log

Planning/Intelligence Checklist

The Documentation Team is responsible for the collection, evaluation, documentation and use of information about the development of the incident and the status of resources.

Start-up Actions/Activation

- ☐ Attend a briefing with the Documentation Team Leader
- ☐ Gather all supplies

Operational Duties

- ☐ Open and maintain incident master time log
- ☐ Ensure all radio and verbal communications are recorded
- ☐ File all reports as they are turned in. *Although a permanent log may be typed up at a later date; all original notes and records MUST be kept—they are legal documents.*

Closing Down/Deactivation

- ☐ Collect/call-in paperwork from each deactivating section
- ☐ Securely package all response-related documents for storage
- ☐ Return all equipment and unused supplies to Logistics
- ☐ Complete/close-out all logs

Go-Kit

- ☐ Team Checklist and Contact Information
- ☐ Map of facility
- ☐ Pens and pencils, paper
- ☐ Hard hat, vest and safety equipment
- ☐ Walkie-talkie/FRS
- ☐ On-campus supply storage list(s)/map
- ☐ Job description clipboard
- ☐ Master keys

Supplies/Equipment

- ☐ Table
- ☐ Chairs

Forms

- ☐ Activity Log

Planning/Intelligence Checklist

SITUATION STATUS

The Situation Status Team Leader is responsible for overseeing the collection, evaluation, documentation and use of information about the development of the incident and the status of resources. Maintains accurate site map. Provides ongoing analysis of situation and resource status.

Start-up Actions/Activation

- ☐ Attend a briefing with the Planning/Intelligence Section Chief
- ☐ Open Go-Kit and locate all supplies
- ☐ Activate personnel and make appropriate assignments

Operational Duties

- ☐ Facilitate the currency of the site map throughout the response
- ☐ Assess and analyze situation-relevant information
- ☐ Anticipate situations and potential problems and develop contingency plans
- ☐ Stay in constant communication with Section Chief

Closing Down/Deactivation

- ☐ Release staff and volunteers per direction of Section Chief
- ☐ Make sure all equipment and unused supplies are returned to Logistics
- ☐ Complete/close-out all logs and turn them over to Documentation Team

Go-Kit

- ☐ Team Leader Checklist
- ☐ Team Checklist and Contact Information
- ☐ Walkie-talkie/FRS
- ☐ Assorted regional/area maps
- ☐ Job description clipboards
- ☐ File Boxes
- ☐ Vendor contracts/agreements list
- ☐ Large facility and site maps
- ☐ Pens and pencils, markers and paper
- ☐ Hard hat, vest and safety equipment

SITUATION STATUS TEAM LEADER

Supplies/Equipment

- ☐ Table
- ☐ Chairs

Forms

- ☐ Situation Status Report

Planning/Intelligence Checklist

SITUATION

The Situation Status Team is responsible for overseeing the collection, evaluation, documentation and use of information about the development of the incident and the status of resources. Maintains accurate site map. Provides ongoing analysis of situation and resource status.

Start-up Actions/Activation

- ☐ Attend a briefing with the Situation Status Team Leader
- ☐ Gather all supplies

Operational Duties

- ☐ Record appropriate response-related information on site map (and keep it current)
- ☐ Keep Team Leader apprised of response-related information as it comes in
- ☐ Anticipate situations and potential problems and develop contingency plans

Closing Down/Deactivation

- ☐ Return all equipment and unused supplies are returned to Logistics
- ☐ Complete/close-out all logs and turn them over to Documentation Team

Go-Kit

- ☐ Team Checklist and Contact Information
- ☐ Walkie-talkies/FRS
- ☐ Assorted regional/area maps
- ☐ Hard hat, vest and safety equipment
- ☐ Large facility and site maps
- ☐ Pens and pencils, markers and paper
- ☐ File Boxes

Supplies/Equipment

- ☐ Table
- ☐ Chairs

Forms

- ☐ Situation Status Report

Finance/Administration Team Roster

- **Section Chief**

Meg Kailikole Designee 1

Contact Info 937-5868

Jason Morse Designee 2

Contact Info: 937-5868

Go-Kit Location: _____

- **Recordkeeping Team Leader**

Erin Placido Designee 1

Contact Info 937-5868

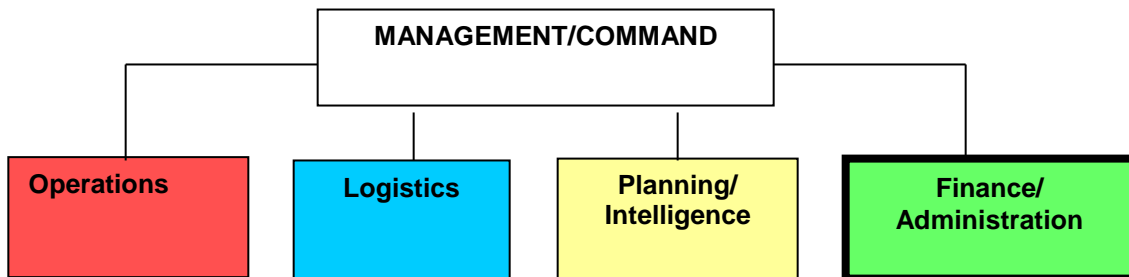
Michele Sheldon Designee 2

Contact Info: 937-5868

Go-Kit Location: _____

FINANCE / ADMINISTRATION

The Finance/Administration Section is responsible for buying materials and keeping financial records of response-related expenditures and tracking employee hours spent on response and recovery activities.



- **RECORDKEEPING TEAM** is charged with keeping records of time worked by all staff and volunteers, for logging any and all injury claims, and for tracking expenditures in support of response activities.

Finance/Administration Checklist

The Finance/Administration Section Chief is responsible for overseeing the financial tracking, procurement, and cost analysis related to the disaster or emergency, as well as maintenance of financial records, tracking and recording staff hours. The Finance/Administration Section is made up of the Recordkeeping team.

Start-up Actions/Activation

- ☐ Open Go-Kit and put on personal safety equipment
- ☐ Read position description
- ☐ Check-in with IC for incident briefing
- ☐ Open and maintain activity log
- ☐ Activate Team Leader
- ☐ Initiate response activities (set-up work station)
- ☐ Check in with Documentation Team Leader to ensure that recordkeeping procedures are in place

Operational Duties

- ☐ Assume all duties of Recordkeeping Team until staff arrive
- ☐ Schedule breaks and re-assign staff as needed

Closing Down/Deactivation

- ☐ Release Finance/Administration Team when directed by IC
- ☐ Direct the return of all equipment and reusable supplies to the Logistics Team
- ☐ Close logs. Collect, file and secure all logs, reports, and response-related documentation
- ☐ Leave contact information with Documentation Team in case you need to be reached

Go-Kit

- ☐ School Emergency Plan
- ☐ Vest and/or ID badge
- ☐ Hard hat
- ☐ Clipboard w/pad and pens/Sharpies
- ☐ Walkie-talkie/FRS
- ☐ Job description clipboard
- ☐ File folders and boxes

Supplies/Equipment

- ☐ Table
- ☐ Chair

Forms

- ☐ Staff Duty Log

Finance/Administration Checklist

RECORDKEEPING TEAM

The Recordkeeping Team Leader is responsible for ensuring that records for personnel costs, volunteers, payroll, purchasing materials and supplies, insurance claims, and cost recovery are maintained during campus emergencies.

Start-up Actions/Activation

- ☐ Attend a briefing with Finance/Administration Section Chief
- ☐ Open Go-Kit and locate all supplies
- ☐ Activate personnel and make appropriate assignments

Operational Duties

- ☐ Monitor the tracking of staff and volunteer hours
- ☐ Monitor the tracking of response-related requests and purchases
- ☐ Facilitate the processing of purchase requests from Logistics Section Chief

Closing Down/Deactivation

- ☐ Release staff and volunteers per direction of Section Chief
- ☐ Make sure all equipment and unused supplies are returned to Logistics
- ☐ Complete/close-out all logs and turn them over to Documentation Team

Go-Kit

- ☐ Team Leader Checklist
- ☐ Team Checklist and Contact Information
- ☐ Walkie-talkie/FRS
- ☐ Job description clipboard
- ☐ File Boxes
- ☐ Vendor contracts/agreements list
- ☐ Pens and pencils, paper
- ☐ Hard hat and vest

Supplies/Equipment

- ☐ Table, chair, computer or laptop

Forms

- ☐ Activity Log

Finance/Administration Checklist

The Recordkeeping Team is tasked with the maintenance of records for tracking personnel costs, volunteer hours, payroll, materials and supplies purchases, insurance claims, and cost recovery in support of response activities.

Start-up Actions/Activation

- ☐ Attend a briefing with the Recordkeeping Team Leader
- ☐ Gather all supplies

Operational Duties

- ☐ Track staff and volunteer hours
- ☐ Track response-related purchases
- ☐ Process purchase requests from Logistics Section Chief

Closing Down/Deactivation

- ☐ Return all equipment and unused supplies to Logistics
- ☐ Complete/close-out all logs and turn them over to Documentation Team

Go-Kit

- ☐ Team Checklist and Contact Information
- ☐ Vendor contracts/agreements list
- ☐ Pens and pencils, paper
- ☐ File Boxes
- ☐ Walkie-talkies/FRS
- ☐ Hard hat and vest

Supplies/Equipment

- ☐ Table
- ☐ Chairs

Forms

- ☐ Activity Log

ACTION: OF SCHOOL

CANCELLATION/CLOSURE

Schools are closed or classes cancelled when it is **unsafe** for students and staff to be there due to road closures, power outages, severe weather, earthquakes, etc. Schools may also be closed if the campus is needed for public sheltering or wide scale public health measures.

WHEN TO CANCEL/CLOSE YOUR SCHOOL

- Civil Unrest
- Dam Failure
- Explosion
- Flood
- Hazardous Materials Incident
- Landslide
- Major Earthquake
- National Security Emergency
- Pandemic Influenza
- Radiological Incident
- Terrorism
- Transportation Accident
- Tsunami
- Wildland/Urban Interface Fire
- Winter Storm

CANCELLATION/CLOSURE PROCEDURES

- ✓ Notify District Office and County Office
- ✓ Notify Staff and Students

a. Make an announcement over the PA:

“Your attention please. Your attention please. We will be initiating school closure and student release procedures. Teachers and students should remain in their classrooms until notified that student release teams are in place.”

OR

b. Send runners to each classroom with above information. Be sure **all** classrooms, libraries, cafeterias, gymnasiums, and all other on-campus programs and offices are also notified...

- ✓ Post Alert through SCAN USA (*if your school is in this system*)
- ✓ Activate Parent Telephone Alert System (*parent phone tree, if one is in place*)
- ✓ Post “School Closed” signs in school office and main entry points (*Provide information on how to get additional information such as an emergency phone number, radio station, etc.*)
- ✓ Prepare for Student Release

DIVISIONS INVOLVED IN SCHOOL

- Management/Command
- Operations: Student Release

NOTE

The conversion of a school campus for purposes of public sheltering or mass prophylaxis **must** be initiated by the District Superintendent at the request of the Department of Emergency Services, the American Red Cross, or the Department of Health Services.

ACTION: SCHOOL

CANCELLATION OF

If conditions warrant the cancellation of school prior to the beginning of the school day, the County Office of Education normally requests the following protocol be utilized. The utilization of this procedure will ensure that all authorized school closure announcements are properly communicated to media representatives.

WHEN TO CLOSE YOUR SCHOOL

- Civil Unrest
- Dam Failure
- Drought
- Explosion
- Flood
- Hazardous Materials Incident
- Landslide
- Major Earthquake
- National Security Emergency
- Pandemic Influenza
- Radiological Incident
- Terrorism
- Transportation Accident
- Tsunami
- Wildland/Urban Interface Fire
- Winter Storm

CANCELLATION PROCEDURES

- ✓ Notify District Office (*if you are a school site administrator*)
- ✓ District Office will notify the County Office of Education in the following manner
 - a. Between 5 a.m. and 7 a.m., call your District Superintendent
Home: _____ Cell: _____
 - b. If the District Superintendent is unavailable contact:

Alternate Contact: _____
Home: _____ Cell: _____
 - c. After 7 a.m., call the County Office of Education

Office at: _____
- ✓ Post Alert through SCAN USA (*if your school is in this system*)
- ✓ Notify Staff (*use staff phone tree, if one is in place*)

DIVISIONS INVOLVED IN SCHOOL CLOSURE

- Management/Command

ACTION:

SHELTER-

Whenever an emergency situation presents itself such that it is safer for students and staff to remain inside the school building, the superintendent, principal or designee may order “shelter-in-place.” This response action is initiated when there has been an accidental or intentional release of a chemical, radiological, or biological contaminant in the vicinity of the school. “Shelter-in-place” may also be called for in response to terrorist activities.

WHEN TO SHELTER-IN-PLACE

- Civil Unrest
- Explosion
- Hazardous Materials Incident
- National Security Emergency
- Radiological Incident
- Terrorism
- Transportation Accident

SHELTER-IN-PLACE PROCEDURES

- ✓ Notify District Office
- ✓ Notify Staff and Students

a. Make an announcement over the PA:

“Your attention please. Your attention please. Students and staff should immediately prepare to shelter-in-place and stand-by for further instructions.”

OR

- b. If you do not have a PA system and it is safe to do so: send runners to each classroom with above information. Be sure **all** classrooms, libraries, cafeterias, gymnasiums, and all other on-campus programs and offices are also notified.

- ✓ Order facilities manager or custodian to shut down air circulation system
- ✓ Turn on radio and monitor updates
- ✓ Activate Parent Alert Telephone System (*parent phone tree, if one is in place*)
- ✓ Post an alert through SCAN USA (*if your school is in this system*)
- ✓ Post signs on exterior windows, if there is time and it is safe to do so “This School is Sheltering-in-Place. Do Not attempt to enter any office or building.”

IN CLASSROOMS AND OFFICES

- ✓ Post “shelter-in-place” sign on exterior door or window (***if*** it is safe to do so)
- ✓ Shut doors and all windows (pull draperies or close blinds)
- ✓ Seal doors and vents with plastic wrap and duct tape
- ✓ Take out class roster and take roll
- ✓ Wait for an announcement or communication of “all clear” before releasing anyone or opening doors and windows

IN THE CAFETERIA, LIBRARY OR GYMNASIUM

- ✓ Move students and staff into a hallway or small room
- ✓ Shut doors and all windows (pull draperies or close blinds)
- ✓ Seal doors and vents with plastic wrap and duct tape
- ✓ Write down names of everyone in the room
- ✓ Wait for an announcement or communication of “all clear” before releasing anyone or opening doors and windows

OUTDOORS

- ✓ Move inside the nearest building
- ✓ Shut doors and all windows (pull draperies or close blinds)
- ✓ Seal doors and vents with plastic wrap and duct tape
- ✓ Write down names of everyone in the room
- ✓ Wait for an announcement or communication of “all clear” before releasing anyone or opening doors and windows

DIVISIONS INVOLVED IN SHELTER-IN-PLACE

- Management/Command
- Operations (*if long duration*)
- Logistics (*if long duration*)
- Planning/Intelligence (*if long duration*)
- Finance/Administration (*if long duration*)

NOTE

A request to “shelter-in-place” is usually of short duration (a few hours), so there is little danger that you will run out of oxygen or suffocate. In the event of an extended “shelter-in-place,” you will have access to food and water in classroom and/or school emergency kits.

ACTION:

Lockdown is the response action initiated when schools are faced with extremely violent behavior, armed intruders, an on-campus hostage situation, snipers, or there is police activity in the vicinity that could threaten the safety of students and staff. **Lockdowns are serious business.** When a superintendent, principal, or designee initiates a lockdown it means that there is an immediate and possibly life-threatening situation on-campus.

WHEN TO INITIATE LOCKDOWN

- Civil Unrest
- National Security Emergency
- Nearby Law Enforcement Action
- Shooter on Campus
- Terrorism

LOCKDOWN PROCEDURES

- ✓ Notify District Office (*if there is time*)
- ✓ Notify Staff and students
 - a. Make an announcement over the PA:
“Your attention please. Initiate lockdown procedures immediately and stand-by for further instructions.”

Remember to lockdown your office!
 - b. If you do not have a PA system, use predetermined Bell Code System to alert staff. Be sure **all** classrooms, libraries, cafeterias, gymnasiums, offices, and on-campus programs (like COUNTY OFFICE OF EDUCATION and day care) are also notified.
- ✓ **Call 9-1-1** and **stay on the phone** with the operator
- ✓ **Sit tight!** When law enforcement arrives on campus they will give you instructions

IN CLASSROOMS AND OFFICES

- ✓ Shut and lock doors and all windows (pull draperies or close blinds and blacken any doorway windows). **DO NOT** open the door for anyone or peek out windows until “All Clear” signal is given
- ✓ Move away from windows and stay low (below window line)
- ✓ Keep calm and quiet
- ✓ Post green sign if everyone is OK or red sign if students are missing/injured on exterior door or window (IF it is safe to do so)
- ✓ **REMAIN** in classrooms and offices until the “All Clear” signal is given or you are escorted out by first responders

IN THE CAFETERIA, LIBRARY OR GYMNASIUM

- ✓ Shut and lock doors and all windows (pull draperies or close blinds and blacken any doorway windows)
- ✓ Move away from windows and stay low (below window line)
- ✓ Keep calm and quiet
- ✓ Post green sign if everyone is OK or red sign if students are missing/injured on exterior door or window (IF it is safe to do so)
- ✓ **REMAIN** in place until the “All Clear” signal is given or you are escorted out by first responders

OUTDOORS

- ✓ **IMMEDIATELY** move inside the nearest building
- ✓ Shut and lock doors and all windows (pull draperies or close blinds and blacken any doorway windows)
- ✓ Move away from windows and stay low (below window line)
- ✓ Keep calm and quiet
- ✓ Post green sign if everyone is OK or red sign if students are missing/injured on exterior door or window (IF it is safe to do so)
- ✓ **REMAIN** in place until the “All Clear” signal is given or you are escorted out by first responders

DIVISIONS INVOLVED IN LOCKDOWN

- Management/Command
- Operations: Maintenance/Fire/Site Security, Assembly/Shelter, Crisis Intervention, First Aid, Student Release (*these teams will ONLY be activated when it is safe to do so*)

ADDITIONAL LOCKDOWN PROCEDURES

Short-term lockdown (less than 8 hours)

Open emergency supply box/kit as needed

Long-term lockdown (more than 8 hours)

Open emergency supply box/kit and set-up latrine system

After “All Clear” Signal is given

- ✓ Activate Parent Alert Telephone Tree (parent phone tree, if one is in place)
- ✓ Post an alert through SCAN USA (if your school is in this system)
- ✓ Prepare Student Release Team for orderly release
- ✓ Initiate contact with Crisis Intervention Team for grief support, trauma recovery, etc.

NOTE

“Lockdown,” like “Duck and Cover,” can be initiated by a **teacher** or **employee** in response to violent behavior, shots fired, or any other activity that threatens the safety of students and staff. When initiated by a teachers or staff, it is their responsibility to get a message to the school office about the nature of the incident, when it is safe to do so.

ACTION:

This emergency response activity is initiated when it is determined that it is not safe to remain in school buildings or to stay on campus. In this situation, students and staff are moved to a safer location either on- or off-site.

WHEN TO EVACUATE YOUR SCHOOL

- Civil Unrest
- Dam Failure
- Explosion
- Fire on Campus
- Flood
- Gas Leak
- Hazardous Materials Incident
- Landslide
- Major Earthquake
- National Security Emergency
- Terrorism
- Transportation Accident
- Wildland/Urban Interface Fire
- Winter Storm

EVACUATION PROCEDURES

ON-SITE EVACUATION

- ✓ Notify District Office
- ✓ Sound alarm
- ✓ Notify Staff and students
 - a. Make an announcement over the PA:
"Your attention please. Your attention please. Students and staff should proceed immediately to the primary (or secondary) evacuation site."

OR

If you do not have a PA system and it is safe to do so: send runners to each classroom with above information. Be sure ***all*** classrooms, libraries, cafeterias, gymnasiums, and all other on-campus programs and offices are also notified.

- ✓ When all classrooms have arrived at the evacuations site, have teachers take roll and determine if anyone is missing. Add names of guests/visitors
- ✓ Hold up green sign if everyone is accounted for or hold up red sign if students or staff are unaccounted for or injured.
- ✓ Mobilize Operations Teams for Student Release
- ✓ Activate Parent Alert Telephone Tree (*parent phone tree, if one is in place*)
- ✓ Post an alert through SCAN USA (*if your school is in this system*)

OFF-SITE EVACUATION

- ✓ Notify District Office
- ✓ Activate Transportation Plan
- ✓ Post sign in school office with directions to evacuation site along with any emergency numbers to call for additional information
- ✓ Sound alarm
- ✓ Notify Staff and students

Make an announcement over the PA:

“Your attention please. Your attention please. Students and staff should proceed immediately to the off-site evacuation staging area.”

OR

If you do not have a PA system and it is safe to do so: send runners to each classroom with above information. Be sure **all** classrooms, libraries, cafeterias, gymnasiums, and all other on-campus programs and offices are also notified.

- ✓ Have teachers take roll as students board buses or are waiting at the evacuation staging area. Missing students should be immediately reported to the EOC. Add names of guests/visitors that were in your classroom
- ✓ Hold up green sign if everyone is accounted for or hold up red sign if students or staff are unaccounted for or injured.
- ✓ Mobilize Operations Teams for Student Release
- ✓ Activate Parent Alert Telephone Tree (*parent phone tree, if one is in place*)
- ✓ Post an alert through SCAN USA (*if your school is in this system*)

DIVISIONS INVOLVED IN EVACUATION

- Management/Command
- Operations: Maintenance/Fire/Site Security, Assembly/Shelter, Student Release
- Logistics: Transportation Team

ACTION:

RETURN TO CLASSROOM/REVERSE

This emergency response action is designed to immediately bring people ***indoors*** from outside. Reverse evacuation is often called for in circumstances of severe weather and whenever law enforcement or fire-fighting activities near the school could pose a threat to students and staff.

WHEN TO INITIATE REVERSE EVACUATION

- Civil Unrest
- Dam Failure
- Explosion
- Flood
- Hazardous Materials Incident
- Landslide
- National Security Emergency
- Radiological Incident
- Terrorism
- Transportation Accident
- Wildland / Urban Interface Fire
- Winter Storm

REVERSE EVACUATION PROCEDURES

- ✓ Sound Alarm
- ✓ Notify Staff and students
 - a. Make an announcement over the PA:
“Your attention please. Students and staff should return to your classrooms or offices immediately and stand-by for further instructions.”

OR

- b. If you do not have a PA system, use Bell Code System to alert all areas of the campus.

OR

- c. If it is safe to do so, you can send runners to all outdoor fields with above information.

- ✓ Notify District Office
- ✓ Once threat passes, issue “All clear” to resume regular activities

OR

- ✓ Initiate Student Release
- ✓ Activate Parent Alert Telephone Tree (*parent phone tree, if one is in place*)
- ✓ Post an alert through SCAN USA (*if your school is in the system*)

DIVISIONS INVOLVED IN REVERSE EVACUATION

- Management/Command
- Operations: Maintenance/Fire/Site Security, Assembly/Shelter, Student Release

ACTION:

DUCK, COVER AND HOLD ON

Duck and cover is a self-protective action called for whenever there is immediate danger from flying objects and/or falling debris. Usually initiated in earthquakes, it is an appropriate response for a number of different threats, such as severe weather or shooter-on-campus.

The call to “duck and cover” is usually initiated by classroom teachers.

WHEN TO DUCK, COVER AND HOLD ON

- Civil Unrest
- Explosion
- Landslide
- **Major Earthquake
- National Security Emergency
- Shooter on Campus
- Terrorism
- Transportation Accident
- Winter Storm

DUCK, COVER AND HOLD ON PROCEDURES

- ✓ Sound alarm
- ✓ Notify Staff and students

****In the event of an earthquake, the ground shaking initiates the Duck, Cover and Hold On procedures.**

For all other events:

- a. Make an announcement over the PA:
“Duck, cover, and hold on. Stand-by for further instructions.”
 - b. If you do not have a PA system or bell code system and it is safe to do so, send runners to each classroom with above information. Be sure ***all*** classrooms, libraries, cafeterias, gymnasiums, and all other on-campus programs and offices are also notified...
- ✓ When the threat passes, make “All Clear” announcement and issue call to “Resume Regular Activities” or direct another response action (such as Evacuation, Cancellation or Closure of School)

INDOORS

- ✓ Students, staff, and employees drop immediately to the floor and crawl under their desks (or, a table or a work bench). Use one hand to hold onto the furniture/table and the other to cover the back of your neck.
- ✓ Stay put until “All Clear” announcement is made
- ✓ Check for injuries and make sure everyone is accounted for

HALLWAYS AND BATHROOMS

- ✓ Kneel next to a bare, inside wall and place your hands over the back of your neck
- ✓ Stay put until “All Clear” announcement is made
- ✓ Check for injuries and make sure everyone is accounted for

OUTDOORS

- ✓ Move away from trees, billboards, signs, buildings, electrical wiring and power poles
- ✓ Drop to the ground and cover the back of your neck with your hands
- ✓ Stay put until “All Clear” announcement is made
- ✓ Check for injuries and make sure everyone is accounted for

DIVISIONS INVOLVED IN REVERSE EVACUATION

- Management/Command
- Operations (*as needed*)
- Logistics (*as needed*)
- Planning/Intelligence (*as needed*)
- Finance/Administration (*as needed*)

NOTE

After an earthquake, remember to stay alert for aftershocks!

EOC STAFFING LIST		DISTRICT:	
FOR OPERATIONAL PERIOD:		PREPARED:	
FROM: <i>Date</i> <i>Time</i>		TO: <i>Date</i> <i>Time</i>	
MANAGEMENT STAFF		OPERATIONS SECTION	
Incident Commander		Operations Section Chief	
EOC Director		Law Enforcement Unit	
Public Information Officer/Public Relations Mgr.		Fire Unit	
Liaison Officer		Medical Unit	
Safety Officer		Public Works Services	
Legal Advisor			
PLANNING & INTEL SECTION		LOGISTICS SECTION	
Planning & Intel Section Chief		Logistics Section Chief	
Situation Status Unit		Services	
Documentation Unit		Communications Unit	
Advance Planning Unit		Care & Shelter Unit	
Damage Assessment Unit		Personnel Unit	
Recovery Planning Unit		Support	
GIS Unit Leader		Supply Unit	
		Utilities Unit	
		Transportation Unit	
AGENCY REPRESENTATIVES		FINANCE & ADMIN SECTION	
		Finance Section Chief	
		Time Unit	
		Comp/Claims Unit	
		Cost Unit	
Approved by:		Prepared by:	
<input type="checkbox"/> If additional space is needed, ✓box and use reverse side of this sheet			

EOC SECTION TASKS		DISTRICT:		Part A
For Op Period from: <i>Date</i>		<i>Time</i>		<i>to: Date</i>
				<i>Time</i>
MANAGEMENT SECTION		Assigned To:		
PIO SECTION		Assigned To:		
OPERATIONS SECTION		Assigned To:		

EOC SECTION TASKS		DISTRICT:		Part B
For Op Period from: <i>Date</i> <i>Time</i> to: <i>Date</i> <i>Time</i>				
PLANNING SECTION			Assigned To:	
LOGISTICS SECTION			Assigned To:	
FINANCE SECTION			Assigned To:	

EOC Management Situation Report (page 1 of 2)

DATE:	TIME:	REPORT NO.	RPTG PERIOD	8 12 24
PREPARED BY:		EVENT:		
DIRECTOR (Shift_____)		DEP DIRECTOR (Shift_____)		

EOC ACTIVATION/DECLARATIONS/ORDINANCES (LEGAL ADVISOR)		
ACTIVATION/DECLARATION/ORDINANCE	SUBJECT MATTER	DATE/TIME
EOC ACTIVATION		
LOCAL EMERGENCY DECLARATION		
BOARD OF SUPERVISORS CONFIRMATION		
COUNTY DECLARATION		
GUBERNATORIAL DECLARATION		
PRESIDENTIAL DECLARATION		
SMALL BUSINESS ADMIN. DECLARATION		
RESOLUTION OR ORDINANCE NO.		
RESOLUTION OR ORDINANCE NO.		

[illegible]

EOC Management Situation Report (page 2 of 2)

SAFETY MESSAGE (SAFETY OFFICER)

LIAISON REPRESENTATIVES FROM OTHER AGENCIES (LIAISON OFFICER)			
ORGANIZATION/AGENCY	NAME	EOC LOCATION	CONTACT NUMBER
RACES			
American Red Cross			
SCWA			
PacBell			
Salvation Army			
CNG			
OpArea OES			
Transit			
County Office of Education			

DISTRIBUTION:

- All section chiefs
- All Operations Team Leaders
- All Management Section staff
- Documentation Unit
- _____
- _____
- _____
- _____

SCHEDULED BRIEFINGS (Incident Commander/PLANS CHIEF/PIO)				
BRIEFING TYPE	FREQUENCY	TIME	LOCATION	BRIEFER
EOC Section Chiefs	2/Daily			Incident Commander/Plans Chief
EOC Staff	2/Daily			Plans Chief
Media	2/Daily			PIO

SCHEDULED MEETINGS (Incident Commander/PLANS CHIEF/PIO)				
MEETING TYPE	FREQUENCY	TIME	LOCATION	FACILITATOR
Planning Meeting	2/Daily			Incident Commander/Plans Chief

SECTION ACTIVITY LOG

SECTION:

LOCATION:

PAGE ____ OF ____ PAGES

SECTION CHIEF/TEAM LEADER:

FROM:

TO:

[illegible]

SITUATION STATUS REPORT INITIAL

- INITIAL ASSESSMENT -

This form is to be completed and forwarded to the Emergency Operations Center by the Principal or designee as soon as evacuation has been completed and the required information collected.

School _____

Completed by _____ Date _____ Time _____

Immediate Assistance Required

_____ None _____ Medical _____ Fire

_____ Search & Rescue _____ Support Personnel

Condition of Students

_____ All Accounted For _____ No Injuries _____ No immediate help required

_____ Missing (number)

Names

Trapped in Building: (number)

Names

_____ Injured (number)

_____ Number Requiring Immediate Medical Attention

Type of Injury

Names

SITUATION STATUS REPORT (CONTINUED)

Condition of Staff

_____ All Accounted For
_____ Missing (number)

_____ No Injuries

_____ No immediate help required
Names

_____ Trapped in Building (number) Names

_____ Injured (number)

_____ Number Requiring Immediate Medical Attention

Type of Injury

Names

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Condition of School Building and Grounds

e.g.: wall cracked, fallen light fixtures, shattered windows, broken water pipes, flooding, etc.

_____	_____
_____	_____
_____	_____
_____	_____

Condition of Neighborhood

e.g.: fallen power lines, debris-cluttered streets, etc.

_____	_____
_____	_____
_____	_____
_____	_____

SITUATION STATUS UPDATE REPORT

School _____

Completed by _____ Date _____ Time _____

_____Number of children remaining at school

_____ Number of staff members remaining to care for children

_____ Assistance Required:

_____ water

 food

_____ blankets

_____ additional personnel (number) to assist in student care

Other: _____

[illegible]



STUDENT EMERGENCY CONTACT CARD

Emergency Contact/ Medical Consent (Page two)

In case of an emergency, it is imperative that the school be able to reach the student's parent or guardian. Please fill in the information on both sides of this card Grade _____

STUDENT

Last Name First
Middle ☐ Female
Teacher/Advisor

Home Address (Primary Residence) City

Office Use Only

CSIS _____

Date Enrolled _____

- ☐ MEDICAL
☐ CUSTODY
☐ SPECIAL NEEDS

STUDENT EMERGENCY CONTACT CARD

Medical Information and Consent

STUDENT

Last
First Middle

MEDICAL/HEALTH INFORMATION

Medication: Does your child require medication?

☐ No ☐ Yes

If your child requires medication at school, all medication sent to school must be in the original prescription container with a current date and the child's name. An "Authorization for Administration of Medication" form must be on file. For disasters, please provide a separate three-day supply for the school office, in the same format, along with the green "72-Hour Disaster Medication" form. Both forms are available from the school office.

Medication	Do

Health Insurance Information: *Please check appropriate box.*

EMERGENCY TREATMENT AUTHORIZATION

*I/we, the undersigned
parent(s) or legal guardian
of*

*_____, a minor, do hereby give
authorization and consent to
the school to obtain
emergency medical care and
necessary transportation,
including x-ray examination,
anesthetic, medical or
surgical diagnosis and
emergency hospital which is
deemed advisable by and is
to be rendered under the
general or specific
supervision of medical and
emergency room staff
licensed under the provisions
of the medicine practice act
and the State of California
Department of Public
Health.*

SCHOOL EMERGENCY/EVACUATION

Student _____
School _____
Physician _____

Student _____
G _____
School _____
P _____
Physician _____

Student _____
S _____
School _____
P _____
Physician _____

People to whom I have authorized the school to call in an emergency:

SCHOOL EMERGENCY/EVACUATION

*In an emergency, please **DO NOT CALL** the school and tie up the school telephones. Use the designated hotline for

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SCHOOL EMERGENCY CONTACT INFORMATION

SCHOOL EMERGENCY CONTACT INFORMATION

TO PREPARE FOR AN EMERGENCY

- ☐ Make certain your child's school emergency contact card information is accurate and up-to-date.
- ☐ Notify the adults you authorize of any special medical or dietary requirements your child has.
- ☐ Let your child know who will make the pickup at school if you are unable to do so.

TO PREPARE FOR AN EMERGENCY

- ☐ Make certain your child's school emergency contact card information is accurate and up-to-date.
- ☐ Notify the adults you authorize of any special medical or dietary requirements your child has.
- ☐ Let your child know who will make the pickup at school if you are unable to do so.
- ☐ Keep emergency supplies in

TO PREPARE FOR AN EMERGENCY

- ☐ Make certain your child's school emergency contact card information is accurate and up-to-date.
- ☐ Notify the adults you authorize of any special medical or dietary requirements your child has.
- ☐ Let your child know who will make the pickup at school if you are unable to do so.

Student Release Log

Student Release Form # _____

[illegible]

School Emergency Supplies

FOOD

Suggested quantities are for 100 people for a period of 72 hours.

Food

<u>Item</u>	<u>Quantity</u>
Raisins - boxed and dated	20 lbs.
Large potatoes - canned and dated	60 cans
Large soups - dated	60 cans
Stewed tomatoes - dated	20 cans
Large canned beans - dated	20 cans
Large mixed fruit or fruit - dated	60 cans
Large peanut butter	20 tubs
Crackers	2 cases
Canned fruit juice	2 cases
Sugar cubes	4 boxes

Note: Military rations (MREs) may be substituted for the above items in order to maximize shelf life and storage space.

Water

<u>Item</u>	<u>Quantity</u>
Drinking water – based on 2 quarts per person-per day	150 gallons

Note: Commercially packaged water (Aqua Blocks or bottled water) may be substituted for the above item in order to maximize shelf life and storage space.

School Emergency Supplies

Suggested quantities are for 100 people for a period of 72 hours.

<u>Item</u>	<u>Quantity</u>
Blankets	100
Large battery operated radio with batteries	1
Heavy duty flashlights with spare batteries and bulbs	4
Whistles (for communicating with staff and students)	4
Clipboards	4
Ink pens	6
Medium garbage bags	4 packages (40 ct)
Large 3-ply garbage bags	4 packages (20 ct)
Plastic buckets - 5 gallon	6
Pads of paper	4
Scotch tape	4 rolls
Bed sheet strips (to be used as optional bandages)	4
Plastic cups	6 packages (100 ct)
Paper plates	6 packages (100 ct)
Plastic spoons, knives and forks	6 packages (100 ct)
Can openers - manual	5
Portable toilet kit	2
Activities/games for the children	5

School Emergency Supplies

<u>Item</u>	<u>Quantity</u>
First Aid Handbook (current, Red Cross)	1
Alcohol	4 bottles
Alcohol prep	4 boxes - 100 ct
Aluminum foil - 18 inches wide	4 rolls
Antibiotic solution (Betadine)	4 bottles
Aromatic spirits of ammonia	4 boxes - 10 ct
Band-Aids - assorted sizes	8 boxes
Bandage - ACE wrap, Kerlix, Kling, or other conforming bandage of several widths - 2, 3, 4, 6 inch)	4 boxes each
Bandage scissors - blunt nose type	9 pairs
Bandage, triangular - 36 x 40 x 55 inch	30
Basin, emesis - disposable	10
Blankets - space or disposable	150
Blood pressure cuff with manometer	6
Burn sheets - sterile, disposable	4 packages
Cervical collar - small, medium & large	4 each
Cotton balls - unsterile	4 large packages
Disinfectant - hand washing	4 gallons
Dressings - 2x2's, 3x3's & 4x4's sterile	4 boxes each
Dressings - 5x9's & 8x10's sterile	4 boxes each
Dressings - eye pad, oval sterile	15 boxes
Dressings - Vaseline gauze 3x36 inch sterile	4 boxes
Ipecac	4 bottles
Kleenex	10 boxes
Marking pens - skin	6
Needles - for removing splinters & glass	4 packages
Note pads	20

School Emergency Supplies

FIRST AID, cont'd

<u>Item</u>	<u>Quantity</u>
Pack - cold Temp-Aid	1 case
Paper cups	4 boxes
Pack - hot Temp-aid	1 case
Paper bags	4 boxes
Paper towels	4 cases
Pencils or ball point pens	4 packages
Petroleum jelly	4 large jars
Pitcher or jar with cover - can be used as a measuring device	4 one quart size
Q-tip swabs	6 packages
Safety pins - assorted sizes	6 packages
Saline - 1 tsp. per quart sterile water = normal saline	4 boxes
Sanitary napkins - can be used for heavy bleeding wounds	2 cases
Spine board - long and short	2 each
Splints - inflatable, boards, magazines or other	Several sets
Standard surgical gloves - medium and large	4 boxes
Table	4
Thermometer - oral - Tempa-dot, disposable	4 boxes each
Toilet tissue	4 cases
Tongue depressors	4 packages
Towelettes - moist	15 boxes
Treatment log	1
Triage tags (from Office of Emergency Services)	150
Tweezers - large	9 pairs
Tylenol (15 grains)	6 bottles
Water purification tablets, or	4 bottles
Household bleach (6 drops in 1 gallon of water)	2 gallons

GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT BY SECTION AND POSITION

Management/Command Incident Commander Go-Kit

- ☐ School Emergency Plan
- ☐ Campus map
- ☐ Staff and student roster
- ☐ Job description clipboard
- ☐ Walkie talkie/FRS
- ☐ AM/FM radio
- ☐ Bullhorn
- ☐ Whistle
- ☐ Pens, pencils, paper and clipboard
- ☐ Disaster response forms
- ☐ Vest and/or ID badge
- ☐ Hard hat/safety equipment

Management/Command Incident Commander Supplies/Equipment

- ☐ School district radio
- ☐ Table and chairs (*if EOC has to be moved outside*)

Management/Command PIO Go-Kit

- ☐ School Emergency Plan
- ☐ Vest and/or ID badge
- ☐ Hard hat/safety equipment
- ☐ AM/FM Radio (w/batteries)
- ☐ Walkie talkie/FRS
- ☐ Clipboard and paper
- ☐ Pens/Sharpies/Dry Erase Markers
- ☐ Scotch tape/masking tape/duct tape
- ☐ Scissors
- ☐ School site maps and regional/neighborhood maps

**Management/Command
PIO Supplies/Equipment**

- ☐ Newsprint or dry erase board and portable easel
- ☐ "Media Here" Sign

GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT BY SECTION AND POSITION – (continued)

Management/Command Safety Officer Go-Kit

- ☐ School Emergency Plan
- ☐ Job Description clipboard
- ☐ Vest and/or ID badge
- ☐ Hard hat/safety equipment
- ☐ Pens, paper and clipboard
- ☐ Walkie-talkie/FRS

Management/Command Liaison Officer Go-Kit

- ☐ School Emergency Plan
- ☐ Vest and/or ID badge
- ☐ Hard hat/safety equipment
- ☐ Pens, paper and clipboard
- ☐ Walkie talkie/FRS

GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT BY SECTION AND POSITION – (continued)

OPERATIONS Section Chief Go-Kit

- ☐ School Emergency Plan
- ☐ Job description clipboard
- ☐ Vest and/or ID badge
- ☐ Hard hat/safety equipment
- ☐ Pens, pencils, paper and clipboard
- ☐ Walkie talkie/FRS
- ☐ Campus supply storage lists
- ☐ School site maps and regional/neighborhood maps

OPERATIONS Assembly/Shelter Team Leader Go-Kit

- ☐ Team Leader Checklist
- ☐ Team Checklist and Contact Information
- ☐ Roster of students and staff
- ☐ Walkie-talkie/FRS
- ☐ Hard hat and vest/safety equipment
- ☐ Facility and supply storage maps
- ☐ Job description clipboard
- ☐ Pens, pencils, paper and clipboard
- ☐ Bullhorn

OPERATIONS Assembly/Shelter Team Go-Kit

- ☐ Team Checklist and Contact Information
- ☐ Paper, pens, pencils, and clipboards
- ☐ Walkie talkies/FRS
- ☐ Forms
- ☐ Hard hats and vests/safety equipment
- ☐ Masking and/or Duct tape
- ☐ Whistles
- ☐ File boxes

GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT BY SECTION AND POSITION – (continued)

OPERATIONS Assembly/Shelter Team Supplies/Equipment

- ☐ Supply storage map
- ☐ Tarps/black poly sheeting (rolls)
- ☐ 5-gallon toilet buckets
- ☐ Toilet paper
- ☐ Stainless steel clamps
- ☐ Sanitation supplies
- ☐ Poles
- ☐ Toilet bucket liners
- ☐ Disposable hand-wipes
- ☐ Blankets

OPERATIONS Communications Team Leader Go-Kit

- ☐ Team Leader Checklist
- ☐ Team Checklist and Contact Information
- ☐ Paper, pens, pencils, and clipboards
- ☐ Walkie talkies/FRS
- ☐ Battery Operated Radio w/batteries
- ☐ Hard hats and vests/safety equipment

OPERATIONS Communications Team Leader

- ☐ Table and chairs
- ☐ File boxes

OPERATIONS Communications Team Go-Kit

- ☐ Team Checklist and Contact Information
- ☐ Walkie-talkies/FRS
- ☐ Map of facility
- ☐ Pens, pencils, paper and clipboards
- ☐ Hard hats and vests/safety equipment
- ☐ Communications log
- ☐ Message forms
- ☐ Position roster

GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT BY SECTION AND POSITION – (continued)

OPERATIONS Communications Team Supplies/Equipment

- ☐ Tables and chairs
- ☐ File boxes

OPERATIONS Crisis Intervention Team Leader Go-Kit

- ☐ Team Leader Checklist
- ☐ Team Checklist and Contact Info
- ☐ Roster of students and staff
- ☐ Student Emergency Contact Cards
- ☐ Walkie-talkie/FRS
- ☐ Job description clipboard
- ☐ Hard hat and vest/safety equip
- ☐ Mental Health Response Plan
- ☐ Map of facility
- ☐ Pens and pencils, paper

OPERATIONS Crisis Intervention Team Go-Kit

- ☐ Team Checklist and Contact Information
- ☐ Roster of students and staff
- ☐ Mental Health Response Plan
- ☐ Map of facility
- ☐ Hard hats/vests/safety equipment
- ☐ Student Emergency Contact Cards
- ☐ Walkie-talkies/FRS
- ☐ Pens and pencils, paper and clipboards
- ☐ Tissues and rubber gloves

GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT BY SECTION AND POSITION – (continued)

OPERATIONS First Aid Team Leader Go-Kit

- ☐ Team Leader Checklist
- ☐ Team Checklist and Contact Information
- ☐ School Emergency Plan
- ☐ School Site Map
- ☐ Job description clipboard
- ☐ Hard hat/vest/safety equipment
- ☐ Rubber gloves (box)
- ☐ Roster of students and staff
- ☐ Walkie-talkie/FRS
- ☐ Student Emergency Contact Cards
- ☐ Pens, pencils, paper and clipboard
- ☐ Quick reference medical guides

OPERATIONS First Aid Team Leader Supplies/Equipment

- ☐ Table and chairs
- ☐ Campus First Aid Kit (**see recommended supply list*)
- ☐ Ground cover/tarps
- ☐ Stretchers
- ☐ Blankets

OPERATIONS First Aid Team Go-Kit

- ☐ Team Checklist and Contact Information
- ☐ Roster of students and staff
- ☐ Walkie-talkies/FRS
- ☐ Hard hats/vests/safety equipment
- ☐ Sharpies
- ☐ Rubber gloves (2 boxes)
- ☐ School Site Map
- ☐ Student Emergency Contact Cards
- ☐ Pens, pencils, paper and clipboards
- ☐ Duct tape
- ☐ Quick reference medical guides
- ☐ Triage Tags

GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT BY SECTION AND POSITION – (continued)

OPERATIONS

First Aid Team Supplies/Equipment

- ☐ Tables and chairs
- ☐ Campus First Aid Kit (**see recommended supply list*)
- ☐ Ground cover/tarps
- ☐ Stretchers
- ☐ Blankets

OPERATIONS

Maint/Fire/Site Security Team Leader Go-Kit

- ☐ Team Leader Checklist
- ☐ Team Checklist and Contact Information
- ☐ Utility shut-off map/checklists
- ☐ Walkie-talkie/FRS
- ☐ Communications log
- ☐ DANGER placards
- ☐ Duct tape and sharpies
- ☐ Facility and supply storage maps
- ☐ Pens and pencils
- ☐ Job description clipboard
- ☐ Hard hat, vest and safety equipment

OPERATIONS

Maint/Fire/Site Security Team Leader

- ☐ Wrenches and assorted tools
- ☐ Caution Tape (yellow and red)
- ☐ Fire suppression gear
- ☐ Master keys

GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT BY SECTION AND POSITION – (continued)

OPERATIONS

Maint/Fire/Site Security Team Go-Kit

- ☐ Team Checklist and Contact Information
- ☐ Facility and supply storage maps
- ☐ Walkie-talkies/FRS
- ☐ Hard hats, vest and safety equipment
- ☐ Leather gloves
- ☐ DANGER placards
- ☐ First Aid Kit
- ☐ School Disaster Plan
- ☐ Utility shut-off map/checklists
- ☐ Goggles
- ☐ Sturdy shoes
- ☐ Duct tape and sharpies
- ☐ Yellow caution tape

OPERATIONS

Maint/Fire/Site Security Team Supplies/Equipment

- ☐ Wrenches and assorted tools
- ☐ Fire suppression gear
- ☐ Master keys

OPERATIONS

Search & Rescue Team Leader Go-Kit

- | | |
|---|---|
| <input type="checkbox"/> Team Leader Checklist | <input type="checkbox"/> Job desc. clipboard |
| <input type="checkbox"/> Team Checklist and Contact Information | <input type="checkbox"/> Map of school |
| <input type="checkbox"/> Roster of students and staff | <input type="checkbox"/> Walkie-talkie/FRS |
| <input type="checkbox"/> School Disaster Plan | <input type="checkbox"/> Flashlight w/batteries |
| <input type="checkbox"/> Hard hat, vest and safety equipment | <input type="checkbox"/> Pens and paper |

OPERATIONS

Search & Rescue Team Leader

- ☐ Table and chair
- ☐ White Board or newsprint flipchart
- ☐ Markers erasable or permanent

GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT BY SECTION AND POSITION – (continued)

OPERATIONS Search & Rescue Team Go-Kit

- | | |
|---|---|
| <input type="checkbox"/> Team Checklist and Contact Information | <input type="checkbox"/> Walkie-talkies/FRS |
| <input type="checkbox"/> Roster of students and staff | <input type="checkbox"/> Sturdy shoes/boots |
| <input type="checkbox"/> Duct tape and sharpies | <input type="checkbox"/> Hard hats/vests/safety equip |
| <input type="checkbox"/> Backpacks for gear/first aid supplies | <input type="checkbox"/> Whistles |
| <input type="checkbox"/> Clipboards, paper and pens | <input type="checkbox"/> Rubber gloves/dust masks |
| <input type="checkbox"/> Map of school | <input type="checkbox"/> Leather gloves |

OPERATIONS Search & Rescue Team Supplies/Equipment

- ☐ Plastic buckets for tools/gear
- ☐ Blankets
- ☐ Fire extinguishers
- ☐ Flashlights w/batteries
- ☐ Master keys and bolt cutter
- ☐ Crowbars and fire axes
- ☐ Shovels and ropes
- ☐ Caution tape and barricades
- ☐ Basic first aid kit
- ☐ Cribbing supplies

OPERATIONS Student Release Team Leader Go-Kit

- ☐ Team Leader Checklist
- ☐ Team Checklist and Contact Information
- ☐ Roster of students and staff
- ☐ Hard hat, vest and safety equipment
- ☐ Pens and paper
- ☐ Map of school
- ☐ Walkie-talkie/FRS
- ☐ Job description clipboard

OPERATIONS Student Release Team Leader Supplies/Equipment

- ☐ Table and chair

GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT BY SECTION AND POSITION – (continued)

OPERATIONS Student Release Team Go-Kit

- ☐ Team Checklist and Contact Information
- ☐ Roster of students and staff
- ☐ Yellow caution tape
- ☐ Paper, pens, markers
- ☐ Stapler and staples
- ☐ School Site Map
- ☐ Student Emergency Cards
- ☐ Dry erase markers
- ☐ Clipboards (lots)
- ☐ Scotch tape and dispenser
- ☐ Vests

OPERATIONS Student Release Team Supplies/Equipment

- ☐ Tables and chairs
- ☐ Stanchions and/or barricades
- ☐ White board
- ☐ Easel for white board

GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT BY SECTION AND POSITION – (continued)

LOGISTICS Section Chief Go-Kit

- ☐ School Emergency Plan
- ☐ Map of facility
- ☐ Pens and pencils, paper
- ☐ Hard hat, vest and safety equipment
- ☐ Walkie-talkie/FRS
- ☐ On-campus supply storage list(s)/map
- ☐ Job description clipboard
- ☐ Master keys

LOGISTICS Section Chief Supplies/Equipment

- ☐ Table and chair

LOGISTICS Supplies & Staffing Team Leader Go-Kit

- ☐ Team Leader Checklist
- ☐ Team Checklist and Contact Information
- ☐ Map of facility
- ☐ Pens and pencils, paper
- ☐ Walkie-talkie/FRS
- ☐ On-campus supply storage list(s)/map
- ☐ Job description clipboard
- ☐ Communications log
- ☐ Hard hat, vest and safety equipment

LOGISTICS Supplies & Staffing Team Leader

- ☐ Table and chair
- ☐ Phone
- ☐ Computer or laptop

GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT BY SECTION AND POSITION – (continued)

LOGISTICS Supplies & Staffing Team Go-Kit

- ☐ Team Checklist and Contact Information
- ☐ Walkie-talkies/FRS
- ☐ On-campus supply storage list(s)/map
- ☐ Communications log
- ☐ Map of facility
- ☐ Pens and pencils, paper
- ☐ Hard hats, vests and safety equipment

LOGISTICS Supplies & Staffing Team Supplies/Equipment

- ☐ Table and chair
- ☐ Phones
- ☐ Computers or laptops

LOGISTICS Transportation Team Leader Go-Kit

- ☐ Team Leader Checklist
- ☐ Team Checklist and Contact Information
- ☐ School Disaster Plan
- ☐ Map of facility
- ☐ Job description clipboard
- ☐ Hard hat, vest and safety equipment
- ☐ Walkie-talkie/FRS
- ☐ Pens and pencils, paper
- ☐ Communications log

LOGISTICS Transportation Team Leader Supplies/Equipment

- ☐ Table and chair
- ☐ Phone

GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT BY SECTION AND POSITION – (continued)

LOGISTICS Transportation Team Go-Kit

- ☐ Team Checklist and Contact Information
- ☐ Map of facility
- ☐ Communications log
- ☐ Walkie-talkies/FRS
- ☐ Pens and pencils, paper
- ☐ Hard hat, vest and safety equipment

LOGISTICS Transportation Team Supplies/Equipment

- ☐ Table and chair
- ☐ Phones

GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT BY SECTION AND POSITION – (continued)

PLANNING/INTELLIGENCE Section Chief Go-Kit

- ☐ School Emergency Plan ☐ On-campus supply storage list(s)/map
- ☐ Map of facility ☐ Job description clipboard
- ☐ Pens and pencils, paper ☐ Master keys
- ☐ Hard hat, vest and safety equip
- ☐ Walkie-talkie/FRS

PLANNING/INTELLIGENCE Section Chief Supplies/Equipment

- ☐ Table
- ☐ Chair

PLANNING/INTELLIGENCE Documentation Team Leader Go-Kit

- ☐ Team Leader Checklist
- ☐ Team Checklist and Contact Information
- ☐ Map of facility
- ☐ Pens and pencils, paper
- ☐ Hard hat, vest and safety equipment
- ☐ Walkie-talkie/FRS
- ☐ On-campus supply storage list(s)/map
- ☐ Job description clipboard
- ☐ Master keys

PLANNING/INTELLIGENCE Documentation Team Leader Supplies/Equipment

- ☐ Table
- ☐ Chair

GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT BY SECTION AND POSITION – (continued)

PLANNING/INTELLIGENCE Documentation Team Go-Kit

- ☐ Team Checklist and Contact Information
- ☐ Map of facility
- ☐ Pens and pencils, paper
- ☐ Hard hat, vest and safety equipment
- ☐ Walkie-talkie/FRS
- ☐ On-campus supply storage list(s)/map
- ☐ Job description clipboard
- ☐ Master keys

PLANNING/INTELLIGENCE Documentation Team Supplies/Equipment

- ☐ Table
- ☐ Chairs

PLANNING/INTELLIGENCE Situation Status Team Leader Go-Kit

- ☐ Team Leader Checklist
- ☐ Team Checklist and Contact Information
- ☐ Walkie-talkie/FRS
- ☐ Assorted regional/area maps
- ☐ Job description clipboards
- ☐ File Boxes
- ☐ Vendor contracts/agreements list
- ☐ Large facility and site maps
- ☐ Pens and pencils, markers and paper
- ☐ Hard hat, vest and safety equipment

PLANNING/INTELLIGENCE Situation Status Team Leader Supplies/Equipment

- ☐ Table
- ☐ Chairs

GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT BY SECTION AND POSITION – (continued)

PLANNING/INTELLIGENCE Situation Status Team Go-Kit

- ☐ Team Checklist and Contact Information
- ☐ Walkie-talkies/FRS
- ☐ Assorted regional/area maps
- ☐ Hard hat, vest and safety equipment
- ☐ Large facility and site maps
- ☐ Pens and pencils, markers and paper
- ☐ File Boxes

PLANNING/INTELLIGENCE Situation Status Team Supplies/Equipment

- ☐ Table
- ☐ Chairs

GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT BY SECTION AND POSITION – (continued)

FINANCE/ADMINISTRATION Section Chief Go-Kit

- ☐ School Emergency Plan
- ☐ Vest and/or ID badge
- ☐ Hard hat
- ☐ Clipboard w/pad and pens/Sharpies
- ☐ Walkie-talkie/FRS
- ☐ Job description clipboard
- ☐ File folders and boxes

FINANCE/ADMINISTRATION Section Chief Supplies/Equipment

- ☐ Table
- ☐ Chair

FINANCE/ADMINISTRATION Recordkeeping Team Leader Go-Kit

- ☐ Team Leader Checklist
- ☐ Team Checklist and Contact Information
- ☐ Walkie-talkie/FRS
- ☐ Job description clipboard
- ☐ File Boxes
- ☐ Vendor contracts/agreements list
- ☐ Pens and pencils, paper
- ☐ Hard hat and vest

FINANCE/ADMINISTRATION Recordkeeping Team Leader Supplies/Equipment

- ☐ Table, chair, computer or laptop

GO-KIT CONTENTS AND SUPPLIES/EQUIPMENT BY SECTION AND POSITION – (continued)

FINANCE/ADMINISTRATION Recordkeeping Team Go-Kit

- ☐ Team Checklist and Contact Information
- ☐ Vendor contracts/agreements list
- ☐ Pens and pencils, paper
- ☐ File Boxes
- ☐ Walkie-talkies/FRS
- ☐ Hard hat and vest

FINANCE/ADMINISTRATION Recordkeeping Team Supplies/Equipment

- ☐ Table
- ☐ Chairs

RECOVERY

The goal of recovery is to return to learning and restore the infrastructure of the school as quickly as possible. Focus should be on students and the physical school site, and to take as much time as needed for recovery. School staff can be trained to deal with the emotional impact of the crisis, as well as to initially assess the emotional needs of students, staff and responders. One of the major goals of recovery is to provide a caring and supportive school environment. Financial recovery and protection of the district's assets are also crucial to the overall restoration of the educational process.

RECOVERY ACTION CHECKLIST

- ☐ Strive to return to learning as quickly as possible.
- ☐ Restore the physical school site, as well as the school community.
- ☐ Restore communications systems.
- ☐ Institute data recovery procedures.
- ☐ Make arrangements for alternative housing for classes and offices, if necessary.
- ☐ Monitor how staff are assessing students for emotional impact of the crisis.
- ☐ Identify what follow up interventions are available to students, staff and first responders.
- ☐ Conduct debriefings with staff and first responders.
- ☐ Assess curricular activities that address the crisis.
- ☐ Allocate appropriate time for recovery.
- ☐ Plan how anniversaries of events will be commemorated.
- ☐ Capture "lessons learned" and incorporate them into revisions and trainings.
- ☐ Complete all paperwork and reports for financial aid for disaster relief if available.
- ☐ Work with local or state emergency services professionals to maximize your cost-recovery efforts.

Plan for recovery in the preparedness phase. Determine the roles and responsibilities of staff and others who will assist in recovery during the planning phase. District-level counselor may want to train school staff to assess the emotional needs of students and colleagues to determine intervention needs. Experience shows that after a crisis many unsolicited offers of assistance from outside the school community are made. During planning, you may want to review the credentials of service providers and certify those that will be used during recovery.

During the preparedness phase, local vendors who can assist in recovery efforts should be identified. Items and services, such as debris removal, carpet repair and replacement, cleaning services, computer data recovery, fire restoration,

structural engineers, tree damage/repair/removal, etc. should be arranged for in advance of an emergency situation.

Assemble the Crisis Intervention Team. A Crisis Intervention Team, or CIT, is composed of individuals at either the district or school level involved in recovery. A review of the literature shows that there are different models for organizing a CIT. In one model, there is a centralized CIT at the district level, which serves all schools in that district. In another model, the district trains school-based CITs. Even when crisis intervention teams exist within individual schools, it may be necessary for the superintendent or designee to allocate additional resources on an as-needed basis.

Service providers in the community may want to assist after a crisis. With prior planning, those with appropriate skills and certifications may be tapped to assist in recovery. This will help district and school personnel coordinate activities of the community service providers and see that district procedures and intervention goals are followed.

Return to the “business of learning” as quickly as possible. Experts agree that the first order of business following a crisis is to return students to learning as quickly as possible. This may involve helping students and families cope with separations from one another with the reopening of school after a crisis.

Schools and districts need to keep students, families and the media informed. Be clear about what steps have been taken to attend to student safety. Let families and other community members know what support services the school and district are providing or what other community resources are available. Messages to students should be age appropriate. It may be necessary to translate letters and other forms of communication into languages other than English depending on the composition of the communities feeding the affected school(s). Be sure to consider cultural difference when preparing these materials.

Focus on the building, as well as people, during recovery. Following a crisis, buildings and their grounds may need repairing, renovation or repainting/relandscaping. Conduct safety audits and determine the parts of the building that can be used and plan for repairing those that are damaged. Use the Loss Recovery Resource Guide that is provided as part of the SchoolGuard USDOE Emergency Response and Crisis Management Grant.

Provide assessment of emotional needs of staff, students, families and responders. Assess the emotional needs of all students and staff, and determine those who need intervention by a school counselor, social worker, school psychologist or other mental health professional. Arrange for appropriate interventions by school or community-based service providers. In addition, available services need to be identified for families who may want to seek

treatment for their children or themselves. Appropriate group intervention may be beneficial to students and staff experiencing less severe reactions to the crisis. Group interventions should be age appropriate.

Provide stress management during class time. Trauma experts emphasize the need to create a caring, warm and trusting environment for students following a crisis. Allow students to talk about what they felt and experienced during the traumatic event. Younger children who may not be able to fully express their feelings verbally will benefit from participating in creative activities including drawing, painting or writing stories. Young adolescents benefit from group discussions in which they are encouraged to talk about their feelings, as well as from writing plays or stories about their experiences. Engage older adolescents in group discussions, and address any issues of guilt (“I could have taken some action to change the outcome of the crisis”).

Conduct daily debriefings for staff, responders, and other assisting in recovery. Mental health workers who have provided services after crises stress the importance of ensuring that those who are providing “psychological first aid” are supported with daily critical incident stress debriefings. Debriefings help staff cope with their own feelings of vulnerability.

Take as much time as needed for recovery. An individual recovers from a crisis at his or her own pace. Recovery is not linear. After a crisis, healing is a process filled with ups and downs. Depending on the traumatic event and the individual, recovery may take months or even years.

Remember anniversaries of crises. Many occasions will remind staff, students and families about crises. The anniversary of a crisis will stimulate memories and feelings about the incident. In addition, other occasions may remind the school community about the crises, including holidays, returning to school after vacations and other breaks, as well as events or occasions that seemingly have little connection to the incident. This underscores the notion that recovery may take a long time than anticipated.

Staff members need to be sensitive to their own as well as the students’ reactions in such situations and provide support when necessary. School crisis planning guides suggest holding appropriate memorial services or other activities, such as planting a tree in memory of victims of crises. Trauma experts discourage memorials for suicide victims to avoid glorification and the sensationalizing of these deaths.

Evaluate. Evaluating recovery efforts will help prepare for the next crisis. Use several methods to evaluate recovery efforts. Conduct brief interviews with emergency responders, families, teachers, students and staff. Focus groups may also be helpful in obtaining candid information about recovery efforts. The following are examples of questions to ask:

- ▶ Which classroom-based intervention proved most successful and why?
- ▶ Which assessment and referral strategies were the most successful and why?
- ▶ What were the most positive aspects of staff debriefings and why?
- ▶ Which recovery strategies would you change and why?
- ▶ Do other professionals need to be considered to help with future crises?
- ▶ What additional training is necessary to enable the school community and community at large to prepare for future crises?
- ▶ What additional equipment or resources are necessary to support recovery efforts?
- ▶ What other planning actions will facilitate future recovery efforts?

Recovery may seem like an end, but it is also a beginning. You must close the loop on the circle. A critical step in crisis planning is to evaluate each incident. What worked? What didn't work? How could you improve operations? Take what you have learned and start at the beginning. Update and strengthen the plan so that in a crisis, no child is left behind.

ADDRESSING THE NEEDS OF INDIVIDUALS WITH DISABILITIES

All school Emergency Operations Plans must include procedures to address the needs of students, staff and visitors with disabilities during a disaster. For people with disabilities, the problems of evacuating a building during an emergency are a major concern. Many people with mobility impairments cannot use stairs and people with hearing and vision impairments may not receive emergency notification and directions unless they are provided in both audible and visual forms. In addition, people with learning, emotional or cognitive disabilities may need to have safety and emergency procedures taught in a language/terms they understand. Because our schools may, at one time or another, have staff, students or visitors who need evacuation assistance, all schools must have a plan that includes the needs of individuals with disabilities.

This checklist indicates those steps necessary to address the needs of those with disabilities. The training materials that are part of the pre-plan include detailed information and guidelines for developing and implementing an effective plan.

- ☐ Assess classrooms and offices for unsecured, non-structural hazards, potentially blocked exits and other issues that could put students and staff at risk of injury in a fire, earthquake or other emergency.
- ☐ Take mitigation measures to eliminate or reduce hazards.
- ☐ Develop a list of individuals needing evacuation assistance and update regularly.
- ☐ Establish Evacuation Staging Areas.
- ☐ Establish a Buddy System and assign an adult to assist a disabled individual in exiting the building or getting to an Evacuation Staging Area.
- ☐ Test your evacuation plan.
- ☐ Finalize Your Evacuation Plan.
- ☐ Train staff in evacuation procedures.
- ☐ Include procedures for evacuating individuals with disabilities in regular fire, earthquake and all other drills and exercises.

Review Evacuation Procedures for Individuals with Disabilities annually and make changes as necessary.

Resources Available for Schools

Information, Guides and Reports

Emergency Plan Web Site

The Department of Education's (ED) Office of Safe and Drug-Free Schools' Emergency Plan Web site www.ed.gov/emergencyplan provides a one-stop site for information to help plan for, mitigate, respond to and recover from any emergency (natural disasters, violent incidents, terrorist acts, etc.). The site provides access to ED materials, such as Practical Information on Crisis Planning, and links to additional emergency planning resources of government agencies, nongovernmental organizations, health-care provider resources, mental health resources, and state and local resources.

Practical Information on Crisis Planning: A Guide for Schools and Communities

This binder provides schools and communities with basic guidelines and useful ideas on how to develop and refine their emergency response and crisis management plans for each phase of crisis planning: mitigation and prevention, preparedness, response and recovery. This information is available at www.ed.gov/emergencyplan/.

Infrastructure Protection: National Clearinghouse for Educational Facilities

This Web-based clearinghouse at www.edfacilities.org provides information on school safety issues, such as how to design buildings to prevent or mitigate possible terrorist attacks and violence.

Bomb Threat Assessment Guide: ED and Bureau of Alcohol, Tobacco and Firearms

The Step-by-Step Guide for Bomb Threats can assist school districts, administrators and emergency responders in planning an effective bomb threat response protocol in schools. A CD-ROM interactive planning tool provides schools with a 15-step guide. In 2003, a copy of the CD-ROM was distributed to every school district in the country. It is still available at www.ed.gov/emergencyplan/.

Campus Public Safety Guide

The Department of Homeland Security's Office of Domestic Preparedness published a series titled Campus Public Safety: Weapons of Mass Destruction and Terrorism Protective Measures in April 2003. This document describes affirmative steps colleges and universities can take to prevent, deter or effectively respond to an attack by weapons of mass destruction. It is available at www.ed.gov/emergencyplan/.

Safe Schools Initiative: ED and the U.S. Secret Service

The 2002 Safe Schools Initiative Guide and Final Report provides guidelines for managing threatening situations and offers ways to create a safe school environment. It is available at www.ed.gov/emergencyplan/.

SCHOOLGUARD

www.SchoolGuard.com is a website that was created by the USDOE Emergency Response and Crisis Management Grant #Q184E040087 to provide information to schools and parents on emergency preparedness.

Information Specifically for Children

A Web site with age-appropriate information for children on disasters is at www.fema.gov/kids/. In addition, the Department of Homeland Security is working to expand its citizen preparedness “Ready” campaign by getting children involved in preparing for crises. The Web site is planned to be launched in 2005.

Information Dealing With Trauma

The National Child Traumatic Stress Network Web site

http://www.nctsnet.org/nccts/nav.do?pid=ctr_tool contains the following links to tools and materials that can be used by schools both for school planning purposes and as handouts to parents and caregivers:

- The link to “Presentation Tools”
http://www.nctsnet.org/nccts/nav.do?pid=ctr_tool_present allows one to view and download slide presentations on selected topics related to child trauma and traumatic stress, including statistics on the prevalence of child trauma, current interventions to reduce the impact of child traumatic stress, and an overview of the National Child Traumatic Stress Network.
- The “Educational Materials” link
http://www.nctsnet.org/nccts/nav.do?pid=ctr_tool_educ includes tip sheets for parents, caregivers, and teachers on current topics, as well as basic information on child traumatic stress for different audiences.

Grants Available From the U.S. Department of Education

Emergency Response and Crisis Management Discretionary Grants

Emergency Response and Crisis Management grants provide funds to local educational agencies to improve and strengthen their emergency response and crisis management plans. This year, ED is obligating 105 awards for a total of \$28 million. ED anticipates conducting another competition in the area of crisis planning in fiscal year 2005. We anticipate that a notice regarding the competition will be issued in a few months.

The Safe Schools-Healthy Students Initiative Grants

These grants provide students, schools and communities with federal funding to implement a comprehensive plan of activities, programs and services focusing on promoting healthy childhood development and preventing violence and alcohol and drug abuse. In fiscal year 2004, ED contributed a total of \$95 million for grants supporting this initiative. Other federal departments also contributed funds. We anticipate additional funding for this initiative in fiscal year 2005.

Questions and Answers

Q. Why is the Department of Education sending this information? Is there an imminent threat to America's schools?

A. The FBI and DHS are currently unaware of any specific, credible information indicating a terrorist threat to public or private schools, universities or colleges in the United States. The FBI and DHS have told us that there is no imminent threat to U.S. schools and that the group that conducted the operation in Russia has never attacked or threatened to attack U.S. interests. However, in an abundance of caution, the Department of Education and our federal law enforcement partners are providing state and local law enforcement officials and educators with an analysis of some of the important lessons learned about the recent incident in Beslan, Russia.

Q. Who else have federal officials contacted regarding the Beslan incident?

A. The DHS and FBI recently sent an analysis of the Beslan incident to their constituents in the law enforcement field. The Department of Education (ED) is distributing information to our constituents in the education community. Among those to whom ED is sending the information are: school police and school security personnel; school resource officers; emergency response and crisis management grantees; chief state school officers; members of boards of education; organizations representing principals; institutions of higher education; and various groups representing non-public schools. Our intent is to inform all appropriate school-related constituencies, all types of schools, whether public or non-public, and institutions of higher education.

Q. How should those informed respond to the bulletin?

A. School districts, in partnership with local law enforcement officials and first responders, should review their crisis plan, ensure that it is up to date, practice their plan, and make modifications as needed.

Q. What should we tell parents and students?

A. We believe you need to be truthful and open. You need to tell students that there are no imminent threats to U.S. schools but that there is a continued need to be prepared to deal with a wide range of crises that can occur in schools and communities.

Q. Are there any resources available at the federal level to help us with our crisis planning?

A. Yes, there are numerous Web pages, booklets, manuals, clearinghouses, etc. available to help you. A summary of resources is found as an attachment to this document.

Q. What about financial resources? Does ED have any financial resources to assist school districts?

A. ED anticipates conducting another competition in the area of crisis planning in fiscal year 2005. We anticipate that a notice regarding the competition will be issued in a few months.

What the Law Requires of Schools

THE FIELD ACT

(Garrison Act and Riley Act)

Sets building code standards for construction and remodeling of public schools and assigns the responsibility for assuring building code compliance to the Division of the State Architect.

THE KATZ ACT

Requires schools to establish an earthquake emergency system:

- Develop a disaster plan
- Conduct periodic drop and cover drills, evacuation procedures and emergency response actions—once each quarter in elementary schools and once each semester in secondary schools
- Provide training to students and staff in emergency response procedures
- Be prepared to have your school serve as a possible public shelter
- Take mitigation measures to ensure the safety of students and staff—such as securing equipment and furniture.

PUBLIC EMPLOYEES ARE DISASTER SERVICE WORKERS

California Government Code Section 3100

All school employees are considered disaster service workers when:

- A local emergency has been proclaimed
- A state emergency has been proclaimed

or,

- A federal disaster declaration has been made

NOTE: No public school employee may leave the school site during an emergency until formally released.

- Certificated employees risk losing their teaching credentials
- Classified employees may be charged with a misdemeanor

POST-DISASTER SHELTERS

Schools are required by both federal statute and state regulation to be available for shelters following a disaster.

- The American Red Cross has access to schools to set up shelters
- Local governments have access to schools to set up shelters
- Plan and make arrangements in advance to assure that you are prepared.

Consult *Schools as Shelters: Planning and Management Guidelines for Districts & Sites* (ordering information is available from the Office of Emergency Services)

THE PETRIS BILL
California Government Code Section 8607

Requires schools to respond to disasters using the
Standardized Emergency Management System (SEMS) by December 1996

- ICS - (Incident Command System) organizing response efforts into five basic functions: Management, Operations, Logistics, Planning/Intelligence and Finance/Administration
- EOC - (Emergency Operations Center) setting up a central area of control using the five basic functions
- Coordinate all efforts with the operational area (county) EOC, city EOC and county office of education EOC
- Incorporation of SEMS into all school plans, training and drills
- Documentation of the use of SEMS during an actual emergency

HOMELAND SECURITY PRESIDENTIAL DIRECTIVE HSPD-5
February 28, 2003

On February 28, 2003, President George W. Bush issued Homeland Security Presidential Directive 5 (HSPD-5). HSPD-5 directed the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS).

HSPD-5 requires Federal departments and agencies to make the adoption of NIMS by state and local organizations a condition for Federal preparedness assistance (grants, contracts and other activities) by Fiscal Year 2005.

Initial compliance deadlines:

- | | |
|-------------------|---|
| Phase I: | Initial Staff Training by Oct. 2004 |
| Phase II: | Identification of Relevant Plans, Procedures and Policies by Nov. 2004 |
| Phase III: | Modification of Existing Plans, Procedures and Policies by July 2005 |
| Phase IV: | Supporting NIMS Integration Center Standards by Sept. 2005 |

The Language of Emergency Response

Acronyms

ARC	American Red Cross
CP	Command Post
CERT	Community Emergency Response Team
DES	Department of Emergency Services
DHS	Department of Homeland Security
DO	District Office
DPH	Department of Public Health
DSW	Disaster Service Worker
EAS	Emergency Alert System
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
FEMA	Federal Emergency Management Agency
FRS	Family Radio System
HAZMAT	Hazardous Materials
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
LOG	Logistics
MOU	Memorandum of Understanding
NIMS	National Incident Management System
OASIS	Operational Area Satellite Information System
OES	Office of Emergency Services (California)
OP AREA	Operational Area
OPS	Operations
PA	Public Address
PIO	Public Information Officer
RACES	Radio Amateur Civil Emergency Services
S&R	Search and Rescue
SCAN USA	Secure Cops Alert Network
SEMS	Standardized Emergency Management System
SIT REP	Situation Report
SOP	Standard Operations Procedure
SIT STAT	Situation Status
VOAD	Volunteer Organizations Active in Disasters
VRC	Volunteer Reception Center
WMD	Weapon of Mass Destruction

Glossary

Action Plan	the plan prepared on-site by the Management Team that will guide response to the emergency at hand.
Activate	is the verb used to describe the intention of implementing the emergency plan.
American Red Cross	a national volunteer agency that provides disaster relief.
Command Post	is the physical location where the Management Team and Section Leaders gather to coordinate response activities.
Damage Assessment	the process used to determine the amount and severity of damage caused by a disaster or emergency.
Disaster	a sudden, calamitous event that causes damage, loss, and destruction to people and property.
Disaster Service Worker	refers to any public employee or any unregistered person impressed into service consequent to a state of emergency.
Emergency	a condition of disaster or extreme peril to the safety of persons and property.
Emergency Operations Center	the location from which centralized management is performed during emergency response.
Emergency Operations Plan	the plan that each district has and maintains for responding to disasters and/or school crisis's.
Exercise	a simulated emergency situation designed to evaluate an organization or agency's level of preparedness.
Federal Disaster Assistance	refers to the federal government's in-kind and financial assistance provided to disaster victims, the state, or local government agencies through the Federal Disaster Relief Act.
First responder	a collective term used to describe law enforcement, fire, EMS, public works, and public health personnel; those agencies generally first on the scene during emergencies.
Function	the five major components of the Incident Command System: Management/Command, Operations,

	Planning/Intelligence, Logistics, and Finance/Administration.
Hazard	any source of danger or element of risk to people, property, or the environment.
Hazard Mitigation	any measure taken that attempts to eliminate or reduce the potential for damage or injury from a disaster.
Incident	an occurrence or event, natural or man-made, that requires action by emergency personnel.
Incident Commander	the individual responsible for the overall management and command during an emergency response. In a Unified Command situation, this function may be performed by two or more individuals representing multiple agencies.
Incident Command System	the national standard for on-scene emergency management.
Management by Objectives	a top-down management activity that involves a three-step approach to problem-solving: establishing the objectives, selecting the appropriate strategy (ies) to achieve those objectives, and providing the direction of or assignments associated with the selected strategy.
Mass Care Facility	a location where food, lodging, clothing, first aid, welfare inquiry, and social services are available to victims of disaster.
Media	refers to any/all of the means of disseminating information and instructions to the public: radio, television, and newspapers.
Memorandum of Understanding	a pre-existing agreement between agencies to render support (personnel, equipment or facilities) during times of emergency.
Mitigation	the pre-event actions taken to lessen the effects and impact of a disaster.
Operational Area	an intermediate level of the state emergency organization, consisting of a county and all of the political subdivisions/special districts within its boundaries.

Preparedness	refers to the entire spectrum of planning and training that ensures emergency readiness
Recovery	those activities associated with “getting back to business” after an emergency; the long-term plan.
Response	those activities undertaken to address the immediate short-term effects of an emergency or disaster. Response activities include actions taken to save lives, protect property and meet basic human needs.
Section	within ICS, the organizational level with responsibility for a major functional area of incident response: Management/Command, Operations, Planning/Intelligence, Logistics, Finance/Administration.
Section Chief	the ICS title given to those individuals responsible for the command of a functional section.
Triage	a process of rapidly classifying patients on the basis of urgency of treatment.
Threats	those situations or circumstances that are likely to occur within, or affect, the Operational Area.

Erin Placido

From: Erin Placido <doerin@mcn.org>
Sent: Monday, November 3, 2025 1:11 PM
To: Erin Placido
Subject: FW: Congratulations! 2025 NCBE Teacher Grant Award

----- Forwarded message -----

From: Natalie Spackman <natalie@ncbeonline.com>
Date: Fri, Oct 31, 2025 at 10:48 AM
Subject: Congratulations! 2025 NCBE Teacher Grant Award
To: Taimi Barty <tbarty@mendocinoused.org>

Dear Taimi,

I am thrilled to inform you that you have been selected to receive a 2025 North Coast Builders Exchange Teacher Grant in the amount of

\$1,400. On behalf of the North Coast Builders Exchange and the Board of Directors, I offer my warmest congratulations to you!

We sincerely hope this grant will help you execute the projects and curriculum you plan to teach your classes this year. We are honored to support your teaching aspirations.

We have opened a credit account for you to use at **Rossi Building Materials**. When checking out, please tell the associate your credit account is with the North Coast Builders Exchange and give them school you teach at, and your name.

If you have any difficulties accessing your funds, please call me at 707-890-1035.

Please note the following guidelines for use of the grant.

Funds are to be used on items for your class. The account will close on May 31, 2025 and any remaining funds will be returned to NCBE. Please note that overcharges to your account beyond the grant amount will be your responsibility.

It is suggested that you keep your invoices tallied to track your spending and to help resolve discrepancies if they arise. If the vendor allows charging beyond your limit, NCBE will not be responsible for the amount and will present the bill to you for resolution.

We will be requesting a very brief grant report at the end of the year to hear what materials you purchased or what project you were able to fund with this grant. We would especially love to share photos on our social account to use for social media engagement. Please keep this in mind as you embark on the year.

We value your continued dedication to education and appreciate your efforts to introduce our developing workforce to the construction industry. We welcome the opportunity to contribute to our shared goal of supporting career technical education.

If you have any questions regarding your grant award or any difficulties with your account, please reach out!

Best Regards,

Natalie Spackman

Workforce Development Manager - Mendocino County

Cell: 707-890-1035

natalie@ncbeonline.com

<https://ncbeonline.com/nbcc>



We support the construction industry and member businesses through advocacy, workforce development, and member services.

Contact Us

Phone: 707-542-9502

Fax: 707-542-2027

1030 Apollo Way
Santa Rosa, CA 95407

www.ncbeonline.com



Mendocino Unified School District

Jason Morse, Superintendent

44141 Little Lake Road • PO Box 1154 • Mendocino, CA 95460

Phone: 707.937.5868 Fax: 707.937.0714 <http://www.mendocinoused.org>

TEACHER CONSENT FORM

Teacher Sage Andersen
District MUSD School K8
Site Administrator Kim Himmrichouse
Assignment Math Grade Level 6th
Legal Authorization per Ed. Code 44256(b)
Assignment date from 8/21/25 to 6/12/26

I mutually consent to this assignment.

[Signature]
Teacher's signature

10/28/25
Date

cc: MCOE

EC §44256(b) allows the holder of a Multiple Subject or Standard Elementary Teaching Credential to teach any subject in departmentalized classes below grade 9 if the teacher has twelve semester units or six upper division or graduate semester units of course work in the subject to be taught from an accredited institution. Action of the governing board and teacher consent is required.

The governing board of a school district by resolution may authorize the holder of a multiple subject teaching credential or a standard elementary credential to teach any subject in departmentalized classes to a given class or group of students below grade 9, provided that the teacher has completed at least 12 semester units, or six upper division or graduate units, of coursework at an accredited institution in each subject to be taught. The authorization shall be with the teacher's consent.



Mendocino High Schools
33rd Alternative Education Week
3/30/2026 - 4/3/2026

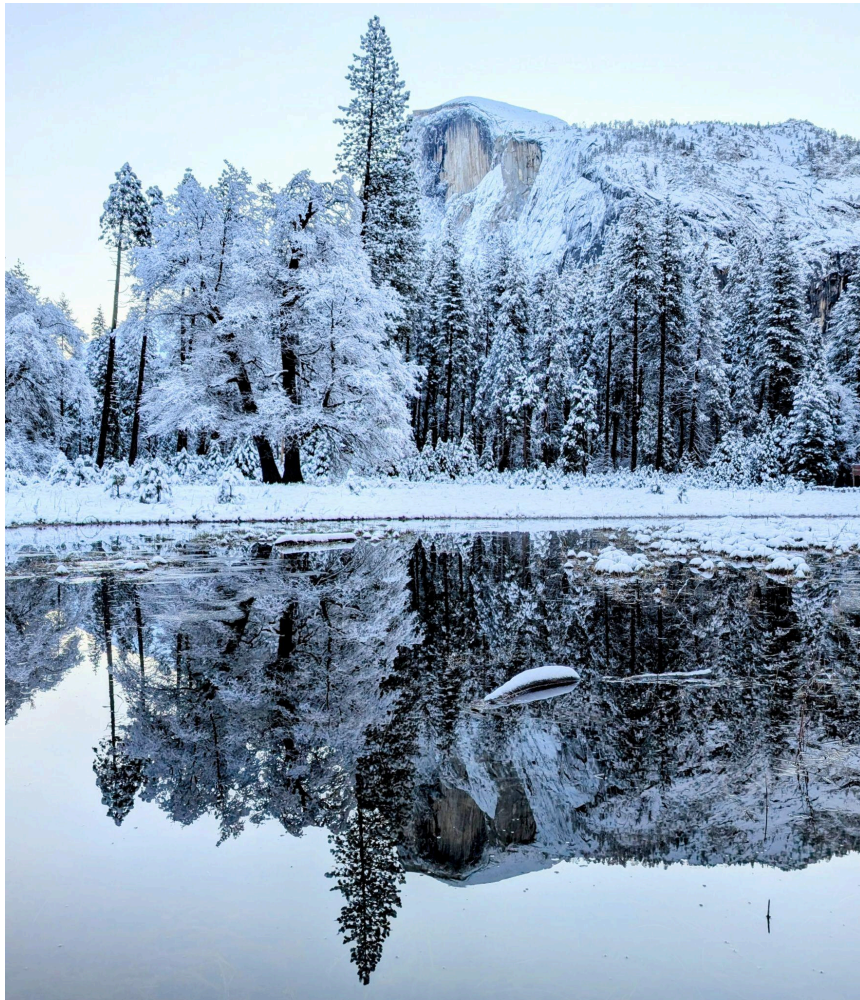


Photo credit: Yosemite AE Week 2025 Trip

ALTERNATIVE EDUCATION WEEK

MARCH 30-APRIL 3, 2026

AE Week provides students a unique opportunity for learning beyond the classroom. This year will mark Mendocino High School's 33rd Alternative Education Week. The longevity of this program is a testament to its educational value. Students are encouraged to make their selections based on their interests. No student will be denied participation based on an inability to pay. While some fundraising may be necessary, Site Council has set aside funding to help support AE Week programs and students. Alternative Education Week is a two credit course. Students will receive Credit (2 credits) for participation and No Credit (0 credits) for no participation, which will appear on student transcripts. Students who violate the school's drug and alcohol policies in the second semester will not be allowed to attend overnight trips. Citizenship may also dictate eligibility for trips. All students must participate.

Friday, November 7: Brochure featuring activities is distributed to students.
Students will be emailed a google form to sign up

Wednesday, November 12: Google forms are due. Students must select their top 4 choices by this date.

Students are responsible for attending all trip meetings and returning all paperwork to participate. While seniority is a factor in determining trip rosters, there are other considerations. We try to get everyone in one of their top 3 choices, but if trips are impacted, there are no guarantees.

ACTIVE EXPERIENCES:

YOSEMITE

Bask in the glory of the amazing Yosemite Valley. Join us for a once in a lifetime opportunity to visit this national park and discover its hidden gems. This trip is a longstanding Mendocino High School tradition and it is reserved for 9th grade students. We will have the opportunity to participate in hikes, take in the natural beauty of the park through art and exploration, play and do team building experiences as well as see parts of the valley many don't know are there. This year we will be staying on the valley floor in Curry Village in heated tent cabins. Students who choose to join should be excited to hike and will need hiking and cold weather equipment (we will help provide equipment as needed). You should also be prepared to help with fundraising.

Leaders: Lora Barnett-Tuomala and Tobin Hahn

Estimated \$400

MOUNTAIN BIKING

The Mountain Biking AE Week adventure will take advantage of the awesome local trails, where we will hone our mountain biking skills. Depending on weather and trail conditions, we will also travel to Humboldt County and experience "Paradise Royal", a mountain bike trail in the Kings Range above the Lost Coast or head to Annadel State Park in Santa Rosa. Students will ride everyday, participate in local trail building, and learn some basic bike maintenance. The school has bikes and helmets to borrow. Participants need to be comfortable riding a bike and some trail or dirt road riding experience is highly recommended. If you bring your own bike it needs to be a mountain bike in good working condition.

Leaders: Derek Hutchinson and Marshall Brown

Estimated \$50

SURFING & SELF DEFENSE

Do you want to rip? Do you want to get ripped? Do you want to be calm amidst chaos? Join Eastman and Rain for Surfing and Self Defense this AE-week! Each day will feature a blend of surfing and martial arts in local locations. Beginners and advanced practitioners are equally welcome. We only ask that you come ready to challenge yourself, physically and mentally. Sign up now!

Leaders: Erik Rain and James Eastman

Estimated \$220

FIRST RESPONDER ACADEMY

For this AE Week experience, participants will engage in a week-long fire academy that prepares you for a career in first response and gives you the knowledge to save someone's life. These skills will stay with you for the rest of your life. Participants should be prepared for hands-on practice where you are pushed to the limit and reap the benefits. All participants will receive a duty shirt, medical bag and a whole lot of pride.

Leader: Noah Gold

Estimated \$100

COASTAL ADVENTURES

Please join us for Coastal Adventures this year! Walk the coastal trail, go whale watching, and visit the Noyo Center in Fort Bragg! Visit Montgomery Woods and hike the old growth redwood forest! Go kayaking in the ocean at Van Damme (if ocean conditions are safe) or on Noyo river (if the ocean is too rough) and hike through the ecological staircase at Jughandle. See zebras, giraffes, and other African animals at the B Bryan Preserve, and tour the historic Point Arena lighthouse! Go birding in the Big River estuary, enjoy the beach, and observe fine local art in the Mendocino galleries! Coastal Adventures is a low-cost, fun, active, educational and exciting local AE Week choice. We always have a good time and you can go home after school and sleep in your own bed too! Let's go have some Coastal Adventures!

Leader: Alex Fosse

Estimated \$150

PERSONAL EXPLORATION & ENRICHMENT:

LANGUAGE & CULINARY ADVENTURE IN OAXACA, MEXICO

Students will spend a week in Mexico exploring the culinary and cultural diversity of Oaxaca. Accommodations will be provided by host families. During the first half of each day, students will study at the Instituto Cultural Oaxaca, attending classes entirely in Spanish. Afternoons will include excursions to historical centers, markets, and the ruins of Monte Alban. A valid US passport with an expiration date of no less than 6 months after the return date will be required. Participating Mendocino HS students and their parents/guardians will need to attend monthly planning meetings and fundraising activities in advance of the trip.

Leaders: James Gilbert and Carolen Barrett

Estimated \$1100

ASHLAND, OREGON SHAKESPEARE FESTIVAL

Travel to Ashland, Oregon to watch world-class theatrical performances! We will see three plays: typically a modern comedy or drama, a period piece or musical, and one by the Bard himself, William Shakespeare. We will stay at a hostel in the charming mountain town of Ashland OR, take walks in beautiful parks, visit shops and bookstores, and have excellent restaurant meals in the evenings. We plan to attend a prologue or two, hopefully get a backstage tour of the theaters, and visit the local college Southern Oregon University.

Leaders: Tom Sosnovec and Taimi Barty

Estimated \$550

THE GREAT COLLEGE ROADTRIP

Explore. Discover. Dream Big.

Pack your bags and get ready for The Great College Roadtrip! We will start local by visiting our local Community College. Then we're heading northeast to the Sacramento area for an unforgettable trip exploring a variety of colleges and career pathways. From hands-on training at Universal Technical Institute, to campus life at Sac State, UC Davis, Chico State, and Butte College, you'll experience firsthand what each school has to offer. This is your chance to discover where your future could lead — whether it's a trade, a degree, or something in between. Don't miss out on this adventure to find your perfect fit and see what's possible beyond high school!

Leaders: Anna Yanez & Sam Skowan

Estimated \$350

SEW WHAT?!

Discover the art of sewing in this hands-on workshop designed for beginners! Students will learn essential sewing skills, from attaching buttons to mastering a sewing machine and exploring upcycling and patterns. Join us to start creating and styling with your own hands!

Leader: Diana Dominguez

Estimated \$50

VIDEO GAME APPRECIATION

Do you love video games? Join Sam & Pam for a week dedicated to sharing our passion for gaming. In addition to having daily gaming tournaments, we'll explore video games as an art form and a mode of storytelling, hear from guest speakers who work in the video game industry, and review a new game that you'll get to keep on your own console. This experience is open to both experienced gamers and those who are new to gaming.

Leaders: Sam Stump and Pam Duncan

Estimated \$25

E-Lab EXPERIENCE

Repair things, build things, experience all that E-Lab has to offer. Construct your dream computer from parts, install a bumping stereo in your car, design a robot to do your chores! E-Lab Experience is driven by what you want to accomplish. No experience necessary, learn the skills you need as you go. 3D printing, electronics kits, soldering skills, and more can be found in the E-Lab. The "E" stands for an Excellent Electronics Engineering Experience for Everyone!

Leader: Francis Rutherford
on last day

Estimated \$10 for group lunch

DRIVER'S EDUCATION

Interested in obtaining your driver's permit? Road Runner Driving School is pleased to bring their Driver's Ed course to MHS. This course is DMV certified and satisfies classroom training for new drivers. The training involves videos, reading material, lecture and discussion. The classroom course requires successful completion and attendance in order to receive the valid Certificate of completion. If you want to obtain your driver's permit, this is the activity for you.

Leader: Mark James, Road Runner Driving School

Estimated \$100

INDEPENDENT STUDY

Students grades 10-12 may design their own educational experience, but specific independent study guidelines will apply and deadlines for application and submission must be met. 30 hours of educational activities need to be planned, scheduled, and clearly described on your IS proposal; no more than 5 of the 30 hours can be attributed to travel time. Evidence of completion of your AE Week experience must be submitted by the end of April.

Leader: Meghan Miller

The Mendocino Unified School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived age, ancestry, color, disability, ethnicity, gender, gender expression, gender identity, genetic information, immigration status, marital status, medical information, national origin, parental status, pregnancy status, race, religion, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. For questions or complaints, contact Equity Officer/Title IX Compliance Officer: Jason Morse, Superintendent, 44141 Little Lake Road, P.O. Box 1154, Mendocino, CA 95460, (707) 937-5868, JMorse@mcn.org

Mendocino Unified School District
2025-26 Annual Report - District of Choice

Background:

Education Code Section 48313 requires that the Superintendent annually report on the number of students who exited the district pursuant to the District of Choice program. Additionally, a reporting must be made of those students who had a District of Choice application denied that includes the reason for the denial. Moreover, the number of students who entered the district pursuant to the District of Choice program must be reported. Additionally, with regard to incoming students a number of other criteria must be included in the accounting. Below is an accounting of the students who either entered or exited the Mendocino Unified School District as a result of the District of Choice legislation and policy for the 2025-26 school year.

Number of students who exited the Mendocino Unified District of Choice Program	4
Number of students who entered the Mendocino Unified District of Choice Program	0
Number of students who had a District of Choice Application denied in 2022-23	8

Legend For Acronyms - Page 4

Gender	Race	Socio Economic Disadvantaged	Disability Exceptional Needs	English Language Status	Grade Level	District of Residence
Students Entering Mendocino Unified						
F	700	NA		EO	11	Fort Bragg USD
M	700	NA		EO	7	Fort Bragg USD
M	500	NA		EO	5	Fort Bragg USD
M	700	NA	290	EO	11	Fort Bragg USD
M	299	NA		EO	11	Fort Bragg USD
F	500	NA		EO	6	Fort Bragg USD
F	500	NA		EL	TK	Fort Bragg USD
M	500	NA		EL	10	Fort Bragg USD
M	500	NA		EL	8	Fort Bragg USD
M	700	NA		EO	11	Fort Bragg USD
F	700	NA		EO	9	Fort Bragg USD
F	600	NA		EO	10	Fort Bragg USD
F	700	NA		EO	12	Fort Bragg USD
F	700	NA		EO	9	Fort Bragg USD
F	700	NA		EO	8	Fort Bragg USD
F	700	NA		EO	10	Fort Bragg USD
F	299	NA		EO	12	Fort Bragg USD
F	500	NA		EO	11	Fort Bragg USD
M	700	NA		EO	12	Fort Bragg USD
M	700	NA		EO	11	Fort Bragg USD
F	500	NA		EO	12	Fort Bragg USD

Mendocino Unified School District
2025-26 Annual Report - District of Choice

Gender	Race	Socio Economic Disadvantaged	Disability Exceptional Needs	English Language Status	Grade Level	District of Residence
M	500	NA		EO	7	Fort Bragg USD
F	500	NA		EO	10	Fort Bragg USD
M	700	NA		EO	12	Fort Bragg USD
M	700	NA		EO	9	Fort Bragg USD
M	700	NA		EO	12	Fort Bragg USD
M	700	NA		EO	9	Fort Bragg USD
M	700	NA		EO	12	Fort Bragg USD
F	700	NA		EO	5	Fort Bragg USD
M	700	NA		EO	7	Fort Bragg USD
F	700	NA		EO	9	Fort Bragg USD
F	700	NA		EO	8	Fort Bragg USD
F	700	NA		EO	8	Fort Bragg USD
M	700	NA		EO	3	Fort Bragg USD
F	700	NA		EO	9	Fort Bragg USD
M	700	NA		EO	12	Fort Bragg USD
F	700	NA		EO	10	Fort Bragg USD
M	700	NA		EO	8	Fort Bragg USD
M	700	NA		EO	11	Fort Bragg USD
F	700	NA	290	EO	8	Fort Bragg USD
M	700	NA	290	EO	5	Fort Bragg USD
F	700	NA		EO	6	Fort Bragg USD
M	700	NA	290	EO	1	Fort Bragg USD
M	700	NA		EO	7	Fort Bragg USD
F	700	NA		EO	12	Fort Bragg USD

LEGEND

Gender

M- Male

F- Female

Race

299 – Other Asian

700- White

600- Black or African American

Disability Exceptional Needs

290 – Specific Learning Disability

280 – Other Health Impairment

District of Residence

2365565 - Fort Bragg Unified

English Language Status

EO – English Only

EL – English Learner

Mendocino Unified School District

2025 CA Comparison

English Language Arts

% met or exceeded	2017	2018	2019	2022	2023	2024	2025	Change	CA Comparison	MUSD	Difference
All Students	57%	53%	55%	49%	52%	58%	58%	0%	49%	58%	+9%
All Students											
Overall	2017	2018	2019	2022	2023	2024	2025	Change	CA Comparison	MUSD	Difference
Exceeded	24%	19%	21%	17%	18%	24%	21%		22%	21%	-1%
Met	33%	35%	35%	32%	34%	34%	38%	+1%	27%	38%	+11%
Nearly Met	28%	30%	23%	32%	27%	20%	18%		22%	18%	-4%
Not Met	15%	17%	21%	20%	21%	22%	24%	0%	29%	24%	-5%

Grade Level	2017	2018	2019	2022	2023	2024	2025	Cohort Change	Grade Change	CA Comparison
Grade 3	39%	48%	49%	39%	65%	41%	37%	+9%	-4%	44%
Grade 4	56%	39%	42%	46%	36%	50%	50%	+9%	0%	46%
Grade 5	52%	63%	59%	36%	62%	53%	72%	+22%	+19%	49%
Grade 6	36%	50%	50%	41%	40%	70%	47%	-6%	-23%	48%
Grade 7	61%	59%	45%	58%	46%	52%	71%	+1%	+19%	50%
Grade 8	64%	53%	61%	67%	48%	46%	56%	+4%	+10%	48%
Grade 11	83%	55%	81%	60%	74%	81%	72%	+5%	-9%	57%

*Colors represent cohorts

Reading and Listening	2017	2018	2019	2022	2023	2024	2025	Change	CA Comparison
Above Standard						29%	31%	+2%	23%
Near Standard						51%	51%	0%	49%
Below Standard						20%	19%	-1%	28%

Writing and Research	2017	2018	2019	2022	2023	2024	2025	Change	CA Comparison
Above Standard						32%	24%	-8%	27%
Near Standard						47%	50%	+3%	43%
Below Standard						21%	26%	+5%	31%

Mendocino Unified School District

2025 CA Comparison

Mathematics

% met or exceeded

	2017	2018	2019
All Students	49%	52%	46%

	2022	2023	2024	2025	Change
	40%	34%	37%	43%	+6%

CA Comparison	MUSD	Change
37%	43%	+6%

Overall	2017	2018	2019
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	2022	2023	2024	2025	Change
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CA Comparison	MUSD	Change
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Exceeded	25%	24%	16%
Met	23%	28%	30%
Nearly Met	29%	25%	30%
Not Met	22%	24%	25%

16%	13%	15%	20%	+6%
24%	21%	22%	23%	
33%	32%	37%	30%	
28%	34%	26%	27%	-6%

19%	20%	+1%
18%	23%	+5%
24%	30%	+6%
39%	27%	-12%

Grade Level	2017	2018	2019
Grade 3	45%	77%	63%
Grade 4	54%	50%	42%
Grade 5	40%	59%	52%
Grade 6	18%	34%	36%
Grade 7	63%	52%	38%
Grade 8	72%	66%	49%
Grade 11	52%	33%	43%

42%	35%	31%	58%	Cohort Change	Grade Change
46%	18%	40%	30%	-1%	+27%
32%	41%	37%	22%	-18%	-10%
24%	40%	46%	42%	+5%	-4%
42%	21%	31%	63%	+17%	+32%
62%	48%	32%	41%	+10%	+9%
41%	39%	42%	40%	-22%	-2%

46%	58%	+12%
42%	30%	-12%
36%	22%	-14%
37%	42%	+5%
36%	63%	+27%
34%	41%	+7%
31%	40%	+9%

*Colors represent cohorts

Concepts and Proce	2017	2018	2019
Above Standard			
Near Standard			
Below Standard			

2022	2023	2024	2025	Change
		16%	20%	+4%
		54%	49%	-5%
		30%	32%	+2%

CA Comparison	MUSD	Difference
21%	20%	-1%
41%	49%	+8%
38%	32%	-6%

Mathematical Practice	2017	2018	2019
Above Standard			
Near Standard			
Below Standard			

2022	2023	2024	2025	Change
		19%	24%	+5%
		52%	45%	-7%
		30%	32%	+2%

CA Comparison	MUSD	Difference
21%	24%	+3%
37%	45%	+8%
42%	32%	-10%

Mendocino Unified School District

2025 CA Comparisor

Science

% met or exceeded	2017	2018	2019
All Students			30%
All Students			30%

2022	2023	2024	2025	Change
33%	36%	34%	52%	+18%

CA Comparison	MUSD	Change
33%	52%	+19%

Overall	2017	2018	2019
Exceeded			7%
Met			23%
Nearly Met			62%
Not Met			8%

2022	2023	2024	2025	Change
12%	13%	8%	9%	
21%	23%	26%	43%	+18%
58%	21%	59%	41%	
10%	13%	7%	8%	-17%

CA Comparison	MUSD	Change
11%	9%	-2%
22%	43%	+21%
53%	41%	-12%
14%	8%	-6%

Grade Level	2017	2018	2019
Grade 5			29%
Grade 8			31%
Grade 12			N/A

2022	2023	2024	2025	Change
18%	66%	37%	45%	+8%
40%	16%	29%	41%	+12%
40%	29%	38%	63%	+25%

CA Comparison	MUSD	Difference
33%	45%	+12%
32%	41%	+9%
33%	63%	+30%

Life Science	2017	2018	2019
Above Standard			
Near Standard			
Below Standard			

2022	2023	2024	2025	Change
13%	14%	12%	14%	+2%
49%	45%	48%	58%	+10%
37%	41%	40%	26%	-14%

CA Comparison	MUSD	Difference
13%	14%	+1%
42%	58%	+16%
46%	26%	-20%

Physical Scienc	2017	2018	2019
Above Standard			
Near Standard			
Below Standard			

2022	2023	2024	2025	Change
16%	17%	12%	24%	+12%
52%	36%	56%	46%	-10%
33%	47%	32%	30%	-2%

CA Comparison	MUSD	Difference
15%	24%	+9%
38%	46%	+8%
47%	30%	-17%

Earth and Space	2017	2018	2019
Above Standard			
Near Standard			
Below Standard			

2022	2023	2024	2025	Change
16%	12%	17%	20%	+3%
58%	52%	62%	54%	-8%
27%	36%	21%	26%	+5%

CA Comparison	MUSD	Difference
12%	20%	+8%
45%	54%	+9%
44%	26%	-18%

MENDOCINO UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES MEETING CALENDAR

2025-26

**Regular Board meetings are typically on the 3rd Thurs of the month at 5:00 pm
at the Mendocino High School Campus in the Student Union (except as noted)**

Month	Day	Year	Wednesday/ Thursday	Wk	Location
August	28	2025	4 th Thursday	4	Albion
September	11	2025	2 nd Thursday	2	
October	1	2025	1 st Wednesday	1	
October	16	2025	3 rd Thursday	3	
November	20	2025	3 rd Thursday	3	
December	18	2025	3 rd Thursday	3	
January	15	2026	3 rd Thursday	3	
January	21	2026	3 rd Wednesday	3	
February	4	2026	1 st Wednesday	1	
February	12	2026	2 nd Thursday	3	
March	12	2026	2 nd Thursday	2	
April	23	2026	4 th Thursday	4	Elk
May	6	2026	1 st Wednesday	1	
May	21	2026	3 rd Thursday	3	
June	4	2026	1 st Thursday	1	
June	9	2026	2 nd Tuesday	2	

Board meetings are typically the 3rd Thursday of the month. Exceptions may apply due to holidays, school events, and other conflicts.

Board Study Sessions: 3 per year in January, May, and October; also as needed

Superintendent Evaluation: February

*LCAP Public Hearing and Budget Adoption Public Hearing, first Thursday in June

1st Interim by December 15th

Organizational Meeting must take place after December 13th but before the 28th.

Bylaws of the Board

Student Board Members

The Board believes it is important to seek out and consider students' ideas, viewpoints, and reactions to the educational program. In order to provide student input and involvement, the Board shall include a High School student selected by the High School Student Council.

The term of the student Board member shall be one calendar year, commencing on July 1. The Student Board member shall have the right to attend all Board meetings except closed sessions. (Education Code 35012)

The Student Board member shall be seated with regular Board members and be recognized at meetings as a full member. He/she may participate in questioning witnesses and discussing issues and shall receive all materials presented to Board members except those related to closed sessions. (EC 35012)

The Student Board member may be reimbursed for mileage but shall not receive compensation for attendance at Board meetings. (EC 35012)

The Student Board member may cast preferential votes on all matters except those subject to closed session discussion. Preferential votes shall be cast prior to the official Board vote and shall not affect the final numerical outcome of a vote. Preferential votes shall be recorded in the Board meeting minutes. (Ed Code 35012)

The Student Board member may make motions that may be acted upon by the Board, except on matters dealing with employer-employee relations pursuant to Government Code 3540-3549.3. (EC 35012)

Legal Reference:

EDUCATION CODE

33000.5 Appointment of student members to State Board of Education

35012 Board members; number, election and terms; pupil members

GOVERNMENT CODE

3540-3549.3 Meeting and Negotiating in Public Educational Employment

Mendocino Unified School District

Board Bylaw 9250

Adopted 2/8/96, Revised 10/17/02, 6/17/10

Bylaws of the Board

Remuneration, Reimbursement, and Other Benefits

Remuneration:

Each member of the Governing Board may receive compensation of \$30 per meeting but no more than \$120 per month.

Board members are not required to accept payment for meetings attended.

Members may be paid for meetings missed when the Board, by resolution, finds that they were performing designated duties of the District at the time of the meeting. During any fiscal year, members also may be paid for up to two meetings when the Board, by resolution, finds that they were absent because of illness. (EC 35120)

In order to receive compensation for any Board meeting, Board members shall be present for the complete meeting or for at least fifty (50%) percent of the meeting time.

Reimbursement of Expenses:

Board members shall be reimbursed for all expenses incurred in attending meetings or making trips on official District business when so authorized in advance by the Board (Education Code 35044).

The rate of reimbursement shall not exceed limitations specified for District personnel.

Board members may use District-issued credit cards while on official District business. Under no circumstances may personal expenses be charged on District credit cards.

Health and Welfare Benefits

Board members may participate in the health and welfare benefits program provided for district employees. Board members who elect to participate shall pay the full cost of premiums, or whatever portion of the premium the medical insurance company requires. The district pays the other portion of the premium.

Benefits for Retired Board Members

Any member whose first term of office began on or after January 1, 1995, and any other member retiring from the Board after at least one term, may continue the health and welfare benefits program at his/her own expense if coverage is in effect at the time of retirement. (Government Code 53201)

Legal Reference:

EDUCATION CODE

1090 Compensation for members and mileage allowance

33362 Reimbursement of expenses (Department of Education and CSBA workshops)

35012 Board members; number, election and term

35044 Payment of traveling expenses of representatives of board

35120 Compensation (services as member of governing board)

35172 Promotional activities

44038 Cash deposits for transportation purchased on credit

ELECTIONS CODE

9140-9147 Referendum for county elections

9340-9342 Referendum for local public entities

17200 Preservation of referendum petitions

GOVERNMENT CODE

20322 Elective officers; election to become member

53200-53209 Group insurance

UNITED STATES CODE, TITLE 26

403(b) Tax-sheltered annuities

COURT DECISIONS

Thorning v. Hollister School District, (1992) 11

Cal.App.4th 1598

Board of Education of the Palo Alto Unified School

District v. Superior Court of Santa Clara County, (1979) 93

Cal.App.3d 578

ATTORNEY GENERAL OPINIONS

83 Ops.Cal.Atty.Gen. 124 (2000)

Administration**Business Manager:**

Nature of the job: Responsible for the fiscal management of the District, including but not limited to Accounts Payable, Accounts Receivable, Budget, Data Processing, Financial Reporting, Payroll, Purchasing, Risk Management. A "confidential employee" as defined by SB 160. Member of the Management Team.

Immediate Supervisor: Superintendent

Immediate Subordinates: Joint supervision with Administrative and Personnel Services ?
Coordinator of District Office staff. Erin?

Qualifications: Experience in school budget/accounting procedure, preparation and analysis of fiscal operating and budget data, preparation of state-required fiscal reports, supervising and leading others, and any combination of training or experience which is likely to provide the desired knowledge and abilities. Commitment and ability to problem-solve from a positive District-wide perspective, and to deal effectively with a wide variety of personalities and situations requiring friendliness, tact, pose, and good judgment.

Fiscal

(Accounts Payable, Accounts Receivable, Budget, Financial reporting, Payroll)

- Provide ongoing and timely information to the Superintendent specific to budget-related items.
- Responsible for the formulation, monitoring, and reporting of the District's budget.
- Responsible for the preparation of all necessary and required financial reports.
- Provide for the proper receipt, disbursement, and accounting of all funds of the District.
- Responsible for preparation of material and information for annual audit.
- Provide timely budget information to department heads and program managers.
- Provide direction for all financial activities.

Business:

(Data Processing, Purchasing, Risk Management)

- Manage the District's property and liability insurance programs.
- Manage the budget and payroll aspects of the employee benefit insurance programs.
- Coordinate the purchasing and warehousing activities of the District.
- Responsible for the maintenance of consumable and capital assets inventory.
- Monitor leases, lease purchases, and other long-term financial commitments of the District.
- Responsible for the computerized systems linked with the County Office of Education.

General

- Maintain current knowledge of, and keep Superintendent informed of, legislation affecting the District's financial picture.
- Facilitate the work of Board and District committees as requested by the Superintendent.
- Attend Board meetings and present reports as requested by the Superintendent.
- Attend County-wide meetings regarding insurance, budget, and finances.
- Sustain a program of professional growth/development to assure ongoing growth in his/her profession.
- Supervise the free and reduced school lunch application program. ?
- Supervise the Accounts Payable/District Office Assistant and the Payroll/Accounts Receivable Technician.] current name of post
- Provide technical assistance to persons maintaining student body accounts, as needed.
- Perform other duties as needed and directed by the Superintendent.

Administration

Business Manager:

Under the supervision of the Superintendent, is responsible for the fiscal management of the District, including but not limited to Accounts Payable, Accounts Receivable, Budget, Data Processing, Financial Reporting, Payroll, Purchasing, Risk Management. Is a confidential employee confidential employee as defined by SB 160 and a member of the Management Team. Under joint supervision with Executive Assistant to Superintendent manages District Office staff.

Representative Duties:

Fiscal:

(Accounts Payable, Accounts Receivable, Budget, Financial Reporting, Payroll)

- *Provide ongoing and timely information to the Superintendent specific to budget-related items.*
- *Responsible for the formulation, monitoring, and reporting of the District's budget.*
- *Responsible for the preparation of all necessary and required financial reports.*
- *Provide for the proper receipt, disbursement, and accounting of all funds of the District.*
- *Responsible for preparation of material and information for annual audit.*
- *Provide timely budget information to department heads and program managers.*
- *Provide direction for all financial activities.*

Business:

(Data Processing, Purchasing, Risk Management)

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- *Maintain current knowledge of, and keep Superintendent informed of, legislation affecting the District's financial picture.*
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- *Attend County-wide meetings regarding insurance, budget, and finances.*
- *Sustain a program of professional growth/development to assure ongoing growth in his/her profession.*
- *Supervise the free and reduced school lunch application program.*
- *Supervise the Accounts Payable/Receivable staff and the Payroll/Technician.*
- *Provide technical assistance to persons maintaining student body accounts, as needed.*
- *Perform other duties as needed and directed by the Superintendent.*

Qualifications:

Experience in school budget/accounting procedure, preparation and analysis of fiscal operating and budget data, preparation of state-required fiscal reports, supervising and leading others, and any combination of training or experience, which is likely to provide the desired knowledge and abilities. Commitment and ability to problem-solve from a positive District-wide perspective, and to deal effectively with a wide variety of personalities and situations requiring friendliness, tact, poise, and good judgment.